



DULUTH AIRPORT AUTHORITY

NOTICE OF THE DULUTH AIRPORT AUTHORITY

BOARD MEETING

PURSUANT TO MINN. STAT. § 13D.02

NOTICE IS HEREBY GIVEN Duluth Airport Authority will hold its *regular* meeting on **Tuesday, February 18th, 2025 at 8:00 a.m.** in the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building, 4701 Grinden Drive, Duluth, MN 55811

In accordance with the requirements of Minn. Stat. Section 13D.02, Director Jeff Anderson will appear remotely via interactive technology from the following public location:
Minnesota State Capitol, 75 Rev. Dr. Martin Luther King Jr. Boulevard, St Paul, MN 55155.

In accordance with the requirements of Minn. Stat. Section 13D.02, Director Elissa Hansen will appear remotely via interactive technology from the following public location:
15121 Laguna Drive, Fort Meyers, Florida 33908

Members of the public may monitor the meeting by clicking below to access the meeting by Microsoft Teams: "Microsoft Teams Meeting" (information below).

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 249 336 734 244

Passcode: ihi3nk

[Download Teams](#) | [Join on the web](#)

The public may express their comments for consideration by the Duluth Airport Authority prior to the meeting by email or in writing to daa@duluthairport.com or to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811.



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA FEBRUARY 18, 2025

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

I. *EXECUTIVE DIRECTOR'S REVIEW

- A. Information Letter to DAA Directors

II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

- A. Approval of January 21, 2025 Board Meeting Minutes

III. *DAA CASH DISBURSEMENTS

- A. Operating Check Registers #1-#3-2025; Operating ACH Payment Register #2-#3-2025; Construction ACH Register #1-2025.

IV. *CORRESPONDENCE

- A. January 22, 2025: Letter to Representative Mary Franson for Support of DLH ATCT Replacement. Annie Harala, St. Louis County Board of Commissioners and City of Duluth Mayor Roger J. Reinert. Letter.
- B. January 22, 2025: Letter to Representative Fue Lee for Support of DLH ATCT Replacement. Annie Harala, St. Louis County Board of Commissioners and City of Duluth Mayor Roger J. Reinert. Letter.
- C. January 22, 2025: Letter to Senators Sandy Pappas and Karin Housley for Support of DLH ATCT Replacement. Annie Harala, St. Louis County Board of Commissioners and City of Duluth Mayor Roger J. Reinert. Letter.
- D. January 30, 2025: Letter to Mr. Thomas Werner, DAA Executive Director from E. Lindsay Terry, Manager, U.S. Department of Transportation Federal Aviation Administration, Airport Division, Great Lakes Region - PFC Application Number 25-15-C-00-DLH Acknowledgement Letter.
- E. February 4, 2025: Construction at Duluth International Airport Impacts Local Economy. NNN.
- F. February 10, 2025: Letter to Senator Amy Klobuchar RE: Airport Legislative Priorities Spring 2025. DAA. Letter.
- G. February 10, 2025: Letter to Congressman Pete Stauber RE: Airport Legislative Priorities Spring 2025. DAA. Letter.
- H. February 10, 2025: Letter to Senator Tina Smith RE: Airport Legislative Priorities Spring 2025. DAA. Letter.



V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. NEW BUSINESS

- A. Resolution to Approve the Creation of a Duluth Airport Authority Task Force on Review of Board of Director Attendance Policies.
- B. Resolution to Approve Work Order 2025 - 2 between Short Elliot Hendrickson, Inc., and the Duluth Airport Authority for Expanded Project Scope / Supplemental Agreement for Preliminary and Final Design for the Taxiway A Reconstruction – Phase 6 Project at the Duluth International Airport.
- C. Resolution to Approve an Employee Incentive Award for Ryan Welch in the Amount of \$3000 in Accordance with Operating Policy #5.
- D. Resolution to Approve Installation of Luminary Art by Leonarda Boughton.
- E. *December 2024 Financial Reports
- F. *February 2025 Accounts Receivable
- G. *January 2025 Airline Statistics, Landline Statistics

VII. DIRECTOR'S REPORTS

Items annotated by an asterisk (*) are approved by consent and require no discussion or action unless questioned by a Director (in accordance with resolution passed by Directors on March 19, 2002).



DATE: February 18, 2025

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Review

The following items will be discussed during the Executive Director's Review. If action is required of the DAA on any of these items, they will also appear on the agenda. If you have questions or desire additional information, please contact me and I will provide it at the DAA meeting.

AIR SERVICE

- Passenger statistics will be presented at the meeting.

OPERATIONS/CONSTRUCTION/PLANNING

- Planning:
 - ATCT – Grant Application and Phasing Update
- Construction:
 - Taxiway A – Phase 5 Construction Preview
 - Customs and Border Protection Federal Inspection Services Construction Update
- Operations and Maintenance:
 - Runway 27 Outer Marker Decommissioning
 - MnDOT Grant Award – Smart Magnetic FOD Safety Sweeper
- Sky Harbor

BUSINESS/PROPERTY DEVELOPMENT

- 2025 Summer Intern Interviews
- Hangar Inspection Update
- Vending RFP DLH DYT

FINANCIAL UPDATE

- Stormwater Update
- Cost Allocation Update
- Audit Update

MARKETING/COMMUNICATIONS

- Duluth and St. Louis County Days Recap
- Commercial Vehicle Lane Stakeholder Engagement
- Economic Impact Study Update
- TSA Pre-Check Event



LEGISLATIVE UPDATE

- ATCT Funding Advocacy

PRESENTATIONS/TOURS/TRAVEL RECAP

- Leadership Duluth Presentation

OTHER

- Local Air Service Action Committee (LASAC) New Chair

Submitted by,

Tom Werner, A.A.E.
Executive Director



II. Previous Meeting Minutes

DULUTH AIRPORT AUTHORITY

Duluth Airport Authority Meeting Minutes January 21, 2025

MEETING LOCATION: Amatuzio Conference Room, Duluth International Airport

DIRECTORS PRESENT: Kevin O'Brien, President
Michael Henderson, Vice President
Jeff Anderson, Secretary
Elissa Hansen
Jason Crawford
Briana Johnson

DIRECTORS PARTICIPATING VIA ELECTRONIC MEANS:
Jeff Anderson

DIRECTORS ABSENT: Sandy Hoff
Elissa Hansen arrived at 8:23 AM.

OTHERS PRESENT: Tom Werner, DAA Executive Director
Mark Papko, DAA Dir. of Operations
Jana Kayser, DAA Dir. of Business Development
Joelle Bodin, DAA Dir. of Finance and Administration
Natalie Baker, DAA Dir. of Marketing and Communications
Jenny Delnay, DAA Finance Technician
Aimee Bone, DAA Administrative Coordinator
Eric Monson, Lake Superior Helicopters
Rob Missinne, Monaco Air Duluth
Shawn McMahan, SEH
Kaci Nowicki, SEH

OTHERS PARTICIPATING VIA ELECTRONIC MEANS:
Dante Tomassini, Cirrus Aircraft
Robb Enslin, Duluth City Attorney
Ian Young, Duluth City Attorney
Horeya Czaplewski, EXP
Paul Huston, HNTB
Don Monaco, Monaco Air Duluth
Kaci Nowicki, SEH

CALL TO ORDER: Dir. O'Brien called the DAA board meeting to order at 8:00 a.m.

Dir. O'Brien invited Mr. Tom Werner to provide the Executive Director's Review

I. *EXECUTIVE DIRECTOR'S REVIEW

- A. **Air Service:** Mr. Werner provided an update on the current air service with a presentation.
- Mr. Werner presented year-to-date numbers:



DULUTH AIRPORT AUTHORITY

- End of 2024 recap. Seat capacity, YTD passengers up 9% over 2023, December enplanement up 20% over December 2023 (Delta 10% increase, United 33% increase).
- 2024 Q3 regional fares comparison benchmark, DLH fares down 12%, passengers up 18% for the quarter. Similar patterns for other regional airports.
- Load factors are strong (United low to mid-90s% for December, Delta up 5%, United up 26%, YTD Delta up 6%, United up 28%), positive outlook for 2025 with capacity in upward growth for end of 2024 and into 2025.
- 278,000 total DLH passengers in 2024, which is an 11% increase over 2023.
- Small Community Air Service Development (SCASD) grant change request has been submitted to DOT and upon approval to repurpose, will continue to pursue a low-cost carrier for western destinations.
- 2024 Q3 origin of destination from DLH up about 18% compared to 2023 Q3, average fare paid down 12%. DLH traffic growth was second highest in the region.

B. Operations/Construction/Planning: Mr. Papko provided the following updates:

- Construction:
 - Customs and Border Protection Federal Inspection Services Construction Update:
 - Mr. Papko shared that the airport is awaiting CBP's feedback on the proposal from the DAA, and the projected total cost is less than \$50,000. No formal action is needed at this time and the cost will be much lower than anticipated originally due to documentation supporting that the facility is FIS approved.
- Planning:
 - New Air Traffic Control Tower (ATCT) Update:
 - Mr. Werner asked about the status of the tower funding grants. Mr. Papko explained that the grants are staying active with smaller tower-related projects as DAA continues to seek full funding for the tower. Mr. Werner discussed 2025 tower funding advocacy.

C. Business/Property Development: Ms. Kayser provided an update on the following:

- LifeLink III Project Update: Ms. Kayser shared that the hangar project continues to move forward and will open for bids on February 25th.
- Lake Superior College Lease Update: Ms. Kayser is currently in negotiations to extend the Hangar 103 lease for five years (currently expires in February 2025) and is awaiting feedback from LSC.
- Commercial Vehicle Policy Update: Ms. Kayser shared that the policy is being updated for the first time since 2018 and working to install new technology on the commercial vehicle lane. More to come from Ms. Baker on engagement with the commercial vehicle operators.

D. Financial Update: Ms. Bodin provided an update on the following:

- Stormwater Update: Ms. Bodin shared that DLH is making progress on airport and lease boundaries resolution. Ms. Bodin is working with Kaplan & Kirsch on legal aspects of boundaries with stormwater at DYT, properties at DLH that flow outside of city



DULUTH AIRPORT AUTHORITY

boundaries. DAA has also proposed rights-of-way regarding exemption and non-exemption for runways, taxiways, and taxi lanes.

E. Marketing/Communications: Ms. Baker provided an update on the following:

- Duluth and St. Louis County Days: Ms. Baker shared that she is wrapping up planning for the event with the Duluth Chamber and presented an updated bifold for legislative efforts.
- Twin Ports Dermatology Renewal: Ms. Baker is working on renewing Twin Ports Dermatology's contract and 2-year base term for advertising.
- Customer Survey Results:
 - Ms. Baker shared that the survey captured travelers' demographics about DLH and how decisions are made. Most respondents travel primarily for leisure and less than once per month. Average length of booking time is 1-4 months ahead, and this will help the airport in marketing strategy to travelers. Those surveyed also ranked on-time and price/affordability/convenience as the highest factors, and overall feedback is that customers appreciate the convenience and overall experience at DLH. The data is also important to advocate for a low-budget leisure carrier from DLH to western destination(s).

F. Legislative Update: Mr. Werner provided an update on the following:

- ATCT Funding Advocacy: Mr. Werner shared that DAA continues to brief about funding with elected officials and key stakeholders around the state. St. Louis County Board and Mayor Reinert will be signing a letter of support for the tower project. Mr. Werner also shared that DAA continues to pursue the federal side of funding.
- Mr. Werner shared that he is working with Kaplan & Kirsch to draft a formal request to the city administration to request that the Duluth Airport Authority become the sole sponsor of its airports.

G. Presentations/Tours/Travel Recap: Mr. Werner provided an update on the following:

- NSR

H. Other: Mr. Werner provided an update on the following:

- NSR

- Dir. O'Brien thanked everyone for their reviews and moved to item II of the agenda.

II. *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS AS INDICATED BY *:

A. Approval of December 17, 2024 Meeting Minutes

- Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Henderson
 - Second: Dir. Johnson
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.



III. *DAA CASH DISBURSEMENTS

- A. Operating Check Register Registers #31-32; Operating ACH Payment Registers #32-33 (2024) and #1 (2025); Construction ACH Register #17.

IV. *CORRESPONDENCE

- A. December 17, 2024: Letter to Senator Amy Klobuchar of Support for Federal Prison Camp - Duluth. DAA.
B. December 17, 2024: Letter to Senator Tina Smith of Support for Federal Prison Camp - Duluth. DAA.
C. December 17, 2024: Letter to Congressman Pete Stauber of Support for Federal Prison Camp - Duluth. DAA.
D. December 25, 2024: Coming to a Tiny Airport Near You: New Airlines. The New York Times.
E. December 31, 2025: The Duluth Airport Authority Announces New Parking Rates for 2025. Press Release. DAA.
F. January 1, 2025: Parking Rate Increase at Duluth International Airport. NNN.

V. OPPORTUNITY FOR PERSONS TO BE HEARD

- A. None.

VI. OLD BUSINESS

- A. None.

VII. NEW BUSINESS

- A. Resolution to Resolution to Approve First Amendment to Security/Public Service Officers Agreement Between the Duluth Airport Authority and General Security Services Corporation/Midwest Patrol.
- Mr. Papko shared that the amendment enables modifications to be made to the agreement between the DAA and GSSC/Midwest Patrol by Executive Director Werner as needed in the interest of airport security.
 - Dir. O'Brien entertained questions or a motion.
 - Motion: Dir. Hansen
 - Second: Dir. Crawford
 - Abstain: None
 - Result: This resolution was adopted unanimously by roll call.
- B. *November 2024 Financial Reports
C. *January 2025 Accounts Receivable
D. *December 2024 Airline Statistics, Landline Statistics

VIII. DIRECTOR'S REPORTS

- A. Dir O'Brien shared an update on the DAA board member meeting attendance policy. Directors Crawford, Johnson, and Hansen will form an ad hoc committee to review and update guidelines. Once complete, the updated policy will be voted on at a future board meeting.

ADJOURN: The meeting was adjourned at 8:57 a.m.



DULUTH AIRPORT AUTHORITY

Respectfully submitted,

Aimee Bone
Administrative Coordinator

Tom
Werner

Digitally signed by
Tom Werner
Date: 2025.01.31
10:48:17 -06'00'

Approved: _____
DAA Executive Director

III. Cash Disbursements

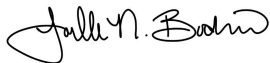
DAA Operating Check Register 1-2025
January 13, 2025

Document Number From 12347 through 12370

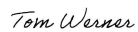
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12361	1/13/2025	BILLPMT	DSC Communications	\$3,858.00
12362	1/13/2025	BILLPMT	Essentia Health	\$308.00
12363	1/13/2025	BILLPMT	Lakes Gas	\$536.10
12364	1/13/2025	BILLPMT	Linde Gas & Equipment Inc.	\$313.10
12365	1/13/2025	RFND	Messerer Jon	\$7.00
12366	1/13/2025	BILLPMT	Minnesota Power	\$41,557.66
12367	1/13/2025	BILLPMT	NAPA Auto Parts	\$23.88
12368	1/13/2025	BILLPMT	Northern Tool & Equipment	\$31.71
12369	1/13/2025	BILLPMT	Superior Chamber of Commerce	\$398.00
12370	1/13/2025	BILLPMT	Taylor, Dan	\$175.00
			Total	<u>\$59,707.00</u>



Airport Director



Finance Director



Executive Director



[Kevin J. O'Brien \(Jan 11, 2025 10:54 EST\)](#)

Board President



[Jos Bailey \(Jan 10, 2025 14:07 CST\)](#)

City Treasury












Operating Check Register 1-2025

Final Audit Report

2025-01-11


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By:	Kathy Leon (kleon@duluthairport.com)
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2025-01-10 - 8:04:16 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
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-  Document emailed to info@kevinobrienrealtor.com for signature
2025-01-10 - 8:04:16 PM GMT
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2025-01-11 - 3:53:28 PM GMT

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2025-01-11 - 3:54:13 PM GMT

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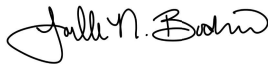
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DAA Operating Check Register 2-2025 January 27, 2025

Document Number From 12371 through 12384

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12372	1/27/2025	CHK	Citi Cards	\$4,834.55
12373	1/27/2025	BILLPMT	City Of Duluth, Minnesota	\$81.60
12374	1/27/2025	BILLPMT	Ferguson Enterprises, Inc.	\$434.29
12375	1/27/2025	BILLPMT	iFIDS.com Inc.	\$16,341.78
12376	1/27/2025	BILLPMT	Lake City Towing	\$300.00
12377	1/27/2025	BILLPMT	Lakes Gas	\$621.73
12378	1/27/2025	BILLPMT	Minnesota Council of Airports	\$400.00
12379	1/27/2025	BILLPMT	Minnesota Power	\$1,765.39
12380	1/27/2025	BILLPMT	NAPA Auto Parts	\$104.91
12381	1/27/2025	BILLPMT	Northeast Chapter AAAE	\$620.00
12382	1/27/2025	BILLPMT	Northern Tool & Equipment	\$29.95
12383	1/27/2025	BILLPMT	Taylor, Dan	\$60.00
12384	1/27/2025	BILLPMT	U.S. Customs and Border Protection	\$961.43
			Total	<u>\$26,615.63</u>


 Airport Director

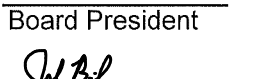

 Finance Director

Tom Werner

Executive Director

Kevin P. O'Brien (Jan 25, 2025 08:45 CST)

Board President


 Jos Bailey (Jan 24, 2025 14:35 CST)

City Treasury












Operating Check Register 2-2025


Final Audit Report

2025-01-25

Created:	2025-01-24
By:	Kathy Leon (kleon@duluthairport.com)
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-  Email viewed by info@kevinobrienrealtor.com
2025-01-25 - 2:43:40 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien
2025-01-25 - 2:45:34 PM GMT

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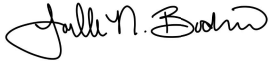
**DAA Operating Check Register 3-2025
February 5, 2025**

Document Number From 12385 through 12394

Document Number	Date	Transaction Type	Payee	Amount
12385	2/5/2025	BILLPMT	AT&T Mobility	\$476.56
12386	2/5/2025	BILLPMT	Cintas	\$359.81
12387	2/5/2025	BILLPMT	City Of Duluth Comfort Systems	\$24,703.35
12388	2/5/2025	BILLPMT	Duluth Area Chamber Of Commerce	\$6,070.00
12389	1/29/2025	RFND	Enterprise Leasing Company	\$4,816.80
12390	2/5/2025	BILLPMT	Essentia Health	\$1,232.00
12391	2/5/2025	BILLPMT	Lake City Towing	\$1,200.00
12392	2/5/2025	BILLPMT	NAPA Auto Parts	\$1,152.58
12393	2/5/2025	BILLPMT	Pro Tire	\$681.00
12394	2/4/2025	CHK	WF Bus Payment Processing - Tom	\$3,038.53
Total				\$43,730.63



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P. OBrien (Feb 4, 2025 16:17 CST)

Board President



Josh Bailey (Feb 12, 2025 08:08 CST)

City Treasury












Operating Check Register 3-2025


Final Audit Report

2025-02-12

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By:	Kathy Leon (kleon@duluthairport.com)
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2025-02-04 - 10:16:08 PM GMT
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**DAA Operating ACH Payment Register #2-2025
January 27, 2025**

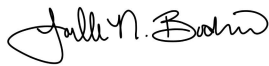
Confirmation #0240129

Document Number	Date	Transaction Type	Payee	Amount
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00000162/11	1/27/2025	BILLPMT	Grainger, Inc.	\$379.22
00000162/12	1/27/2025	BILLPMT	Graves, John	\$60.00
00000162/13	1/27/2025	BILLPMT	Guardian Pest Solutions	\$210.00
00000162/14	1/27/2025	BILLPMT	Inter City Oil (ICO)	\$88.21
00000162/15	1/27/2025	BILLPMT	Jamar Company	\$6,307.51
00000162/16	1/27/2025	BILLPMT	Kaplan Kirsch	\$1,404.00
00000162/17	1/27/2025	BILLPMT	Kayser, Jana	\$60.00
00000162/18	1/27/2025	BILLPMT	Kleen-Tech	\$23,566.89
00000162/19	1/27/2025	BILLPMT	Kraemer Construction, Inc.	\$250.00
00000162/2	1/27/2025	BILLPMT	Airport Signs & Graphics	\$440.00
00000162/20	1/27/2025	BILLPMT	Leon, Kathy	\$60.00
00000162/21	1/27/2025	BILLPMT	Lift Pro	\$1,060.92
00000162/22	1/27/2025	BILLPMT	Menards - Hermantown	\$141.63
00000162/23	1/27/2025	BILLPMT	Metro Sales, Inc.	\$292.98
00000162/24	1/27/2025	BILLPMT	Northern Engine & Supply	\$194.75
00000162/25	1/27/2025	BILLPMT	Oakwells CR LLC	\$1,127.19
00000162/26	1/27/2025	BILLPMT	Oberon3, Inc.	\$126.00
00000162/27	1/27/2025	BILLPMT	Oracle America, Inc.	\$14,858.66
00000162/28	1/27/2025	BILLPMT	Papko, Mark	\$60.00
00000162/29	1/27/2025	BILLPMT	Schindler Elevator Corp	\$2,893.02
00000162/3	1/27/2025	BILLPMT	B&F Fastener Supply	\$272.63
00000162/30	1/27/2025	BILLPMT	Sinnott, Paul	\$60.00
00000162/31	1/27/2025	BILLPMT	Snell, Matthew J	\$60.00
00000162/32	1/27/2025	BILLPMT	Spectrum Enterprise	\$381.68
00000162/33	1/27/2025	BILLPMT	Turbo Diesel & Electric	\$43.95
00000162/34	1/27/2025	BILLPMT	Twin Ports Paper Supply, Inc	\$860.50
00000162/35	1/27/2025	BILLPMT	Venberg, Cole	\$257.68
00000162/36	1/27/2025	BILLPMT	Viking Industrial Center	\$329.23
00000162/37	1/27/2025	BILLPMT	Welch, Ryan	\$60.00
00000162/38	1/27/2025	BILLPMT	Werner, Thomas	\$60.00
00000162/39	1/27/2025	BILLPMT	Ziegler, Inc.	\$217.23
00000162/4	1/27/2025	BILLPMT	Baker, Natalie M	\$1,341.34
00000162/5	1/27/2025	BILLPMT	Batteries Plus	\$411.90
00000162/6	1/27/2025	BILLPMT	Blueglobes LLC	\$819.57
00000162/7	1/27/2025	BILLPMT	Bodin, Joelle	\$60.00
00000162/8	1/27/2025	BILLPMT	Citon	\$9,544.41
00000162/9	1/27/2025	BILLPMT	Durfee, Tristan	\$60.00

Total \$96,012.24



Airport Director



Finance Director

Tom Werner

Executive Director

Kevin P. OBrien

Kevin P. OBrien (Jan 24, 2025 10:23 CST)

Board President

J. Bailey

Jos Bailey (Jan 24, 2025 11:10 CST)

City Treasury












Operating ACH Payment Register 2-2025


Final Audit Report

2025-01-24

Created:	2025-01-24
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAACX8nqydYK8a1vi6uqM3PkBdy0wbahcdD

"Operating ACH Payment Register 2-2025" History

-  Document created by Kathy Leon (kleon@duluthairport.com)
2025-01-24 - 4:22:52 PM GMT
-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2025-01-24 - 4:22:55 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2025-01-24 - 4:22:56 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2025-01-24 - 4:22:56 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2025-01-24 - 4:22:56 PM GMT
-  Email viewed by info@kevinobrienrealtor.com
2025-01-24 - 4:23:07 PM GMT
-  Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien
2025-01-24 - 4:23:52 PM GMT
-  Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)
Signature Date: 2025-01-24 - 4:23:54 PM GMT - Time Source: server
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2025-01-24 - 4:51:20 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2025-01-24 - 4:51:50 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2025-01-24 - 5:02:42 PM GMT

 Document e-signed by Josh Bailey (jbailey@duluthmn.gov)

Signature Date: 2025-01-24 - 5:10:29 PM GMT - Time Source: server

 Email viewed by Joelle Bodin (jbodin@duluthairport.com)

2025-01-24 - 5:36:57 PM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)

Signature Date: 2025-01-24 - 5:37:08 PM GMT - Time Source: server

 Agreement completed.

2025-01-24 - 5:37:08 PM GMT

**DAA Operating ACH Payment Register #3-2025
February 5, 2025**

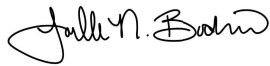
Confirmation #0350324

Document Number	Date	Transaction Type	Payee	Amount
00000163/1	2/5/2025	BILLPMT	1 Giant Voices LLC	\$15,866.42
00000163/10	2/5/2025	BILLPMT	H&L Mesabi	\$542.00
00000163/11	2/5/2025	BILLPMT	Hungry Bear Cookies	\$944.00
00000163/12	2/5/2025	BILLPMT	Inter City Oil (ICO)	\$18,983.30
00000163/13	2/5/2025	BILLPMT	Lift Pro	\$35.00
00000163/14	2/5/2025	BILLPMT	Mellin Promotional Advertising	\$336.79
00000163/15	2/5/2025	BILLPMT	Menards - Hermantown	\$137.70
00000163/16	2/5/2025	BILLPMT	Menards - Hermantown	\$15.96
00000163/17	2/5/2025	BILLPMT	Menards - Hermantown	\$93.51
00000163/18	2/5/2025	BILLPMT	Menards - Hermantown	\$70.55
00000163/19	2/5/2025	BILLPMT	Menards - Hermantown	\$130.77
00000163/2	2/5/2025	BILLPMT	AAAE Great Lakes Chapter	\$715.00
00000163/20	2/5/2025	BILLPMT	Menards - Hermantown	\$154.23
00000163/21	2/5/2025	BILLPMT	Menards - Hermantown	\$31.18
00000163/22	2/5/2025	BILLPMT	Menards - Hermantown	\$3.49
00000163/23	2/5/2025	BILLPMT	Menards - Hermantown	\$6.69
00000163/24	2/5/2025	BILLPMT	Menards - Hermantown	\$15.02
00000163/25	2/5/2025	BILLPMT	Paul Bunyan Communications	\$2,880.00
00000163/26	2/5/2025	BILLPMT	Twin Ports Paper Supply, Inc	\$700.44
00000163/27	2/5/2025	BILLPMT	Twin Ports Testing II, Inc.	\$565.00
00000163/28	2/5/2025	BILLPMT	Ziegler, Inc.	\$750.00
00000163/29	2/5/2025	BILLPMT	Ziegler, Inc.	\$183.45
00000163/3	2/5/2025	BILLPMT	Acme Tools	\$411.00
00000163/4	2/5/2025	BILLPMT	American Association Of Airport Executives	\$275.00
00000163/5	2/5/2025	BILLPMT	B&F Fastener Supply	\$10.02
00000163/6	2/5/2025	BILLPMT	EarthLink Business	\$872.95
00000163/7	2/5/2025	BILLPMT	EarthLink Business	\$310.23
00000163/8	2/5/2025	BILLPMT	Ferguson Enterprises, Inc.	\$13.02
00000163/9	2/5/2025	BILLPMT	Ferguson Enterprises, Inc.	\$6.44

Total \$45,059.16



Airport Director



Finance Director

Tom Werner

Executive Director



Kevin P. O'Brien (Feb 4, 2025 16:18 CST)

Board President



Jos Bailey (Feb 4, 2025 14:08 CST)

City Treasury












Operating ACH Payment Register 3-2025

Final Audit Report

2025-02-04


Created:	2025-02-04
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUoyc66gX5EBUwsJD2p9JX1FYtF23UIS

"Operating ACH Payment Register 3-2025" History


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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2025-02-04 - 7:53:00 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2025-02-04 - 7:53:00 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2025-02-04 - 7:53:00 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2025-02-04 - 7:53:00 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2025-02-04 - 7:55:45 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
Signature Date: 2025-02-04 - 7:56:12 PM GMT - Time Source: server
-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
2025-02-04 - 8:08:36 PM GMT
-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2025-02-04 - 8:08:48 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2025-02-04 - 9:22:44 PM GMT
-  Document e-signed by Joelle Bodin (jbodin@duluthairport.com)
Signature Date: 2025-02-04 - 9:23:06 PM GMT - Time Source: server

 Email viewed by info@kevinobrienrealtor.com

2025-02-04 - 10:17:45 PM GMT

 Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien

2025-02-04 - 10:18:37 PM GMT

 Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)

Signature Date: 2025-02-04 - 10:18:39 PM GMT - Time Source: server

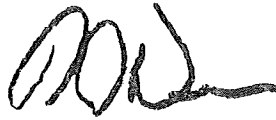
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2025-02-04 - 10:18:39 PM GMT

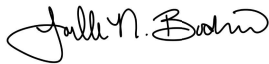
DAA Construction ACH Payment Register #1-2025 January 24, 2025

Confirmation #0230325

Document Number	Date	Transaction Type	Payee	Amount
00000161/1	1/24/2025	BILLPMT	1 EXP US Services, Inc.	\$87,802.21
00000161/2	1/24/2025	BILLPMT	1 KGM Contractors	\$568,996.47
00000161/3	1/24/2025	BILLPMT	1 PEC Solutions, LLC	\$12,668.00
00000161/4	1/24/2025	BILLPMT	1 Short Elliott Hendrickson	\$11,870.00
00000161/5	1/24/2025	BILLPMT	1 Short Elliott Hendrickson	\$58,500.00
00000161/6	1/24/2025	BILLPMT	1 Short Elliott Hendrickson	\$34,887.00
00000161/7	1/24/2025	BILLPMT	1 Short Elliott Hendrickson	\$21,796.00
00000161/8	1/24/2025	BILLPMT	1 Short Elliott Hendrickson	\$76,410.00
Total				<u>\$872,929.68</u>



Airport Director



Finance Director

Tom Werner

Executive Director

James Brien (Jan 30, 2025 20:10 CST)

Board President



Joseph Bailey (Jan 23, 2025 14:20 CST)

City Treasury











DAA Construction ACH Payment Register 1-2025

Final Audit Report

2025-01-31

Created:	2025-01-23
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMS6qTsc_JedoWhu3t64rbfdx9pxToncT

"DAA Construction ACH Payment Register 1-2025" History


-  Document created by Kathy Leon (kleon@duluthairport.com)
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-  Document emailed to Joelle Bodin (jbodin@duluthairport.com) for signature
2025-01-23 - 7:50:04 PM GMT
-  Document emailed to Tom Werner (twerner@duluthairport.com) for signature
2025-01-23 - 7:50:04 PM GMT
-  Document emailed to info@kevinobrienrealtor.com for signature
2025-01-23 - 7:50:05 PM GMT
-  Document emailed to Josh Bailey (jbailey@duluthmn.gov) for signature
2025-01-23 - 7:50:05 PM GMT
-  Email viewed by Tom Werner (twerner@duluthairport.com)
2025-01-23 - 7:50:37 PM GMT
-  Document e-signed by Tom Werner (twerner@duluthairport.com)
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-  Email viewed by Josh Bailey (jbailey@duluthmn.gov)
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-  Document e-signed by Josh Bailey (jbailey@duluthmn.gov)
Signature Date: 2025-01-23 - 8:20:02 PM GMT - Time Source: server
-  Email viewed by Joelle Bodin (jbodin@duluthairport.com)
2025-01-23 - 8:35:03 PM GMT

 Document e-signed by Joelle Bodin (jbodin@duluthairport.com)


Signature Date: 2025-01-23 - 8:35:31 PM GMT - Time Source: server

 Email viewed by info@kevinobrienrealtor.com

2025-01-31 - 2:09:03 AM GMT

 Signer info@kevinobrienrealtor.com entered name at signing as Kevin P. OBrien

2025-01-31 - 2:10:34 AM GMT

 Document e-signed by Kevin P. OBrien (info@kevinobrienrealtor.com)

Signature Date: 2025-01-31 - 2:10:36 AM GMT - Time Source: server

 Agreement completed.

2025-01-31 - 2:10:36 AM GMT

IV. Correspondence



Saint Louis County

100 North Fifth Avenue West, Room 202 • Duluth, MN 55802
Phone: (218) 726-2450 • www.stlouiscountymn.gov

January 22, 2025

Representative Mary Franson, Chair
Minnesota House Capital Investment Committee

SENT VIA E-MAIL

RE: Duluth International Airport Air Traffic Control Tower Replacement

Dear Chair Franson,

On behalf of the City of Duluth and Saint Louis County, we are pleased to offer our strong support for funding the replacement of the aging air traffic control tower at Duluth International Airport (DLH). This critical piece of infrastructure is essential to ensuring the continued safety, efficiency, and growth of air commerce and aviation services across our region. It is critical to continuing passenger air service in Duluth and for continued growth and stability with the U.S. Air National Guard's 148th Fighter Wing and large employers like Cirrus Aircraft.

Duluth International Airport plays an important role in supporting our regional economy. The airport serves as a gateway for local businesses to reach national and global markets, a key hub for military operations, and a reliable transportation link for residents and visitors alike.

The current air traffic control tower has served the region for more than 70 years and is outdated and increasingly unable to meet the operational demands of modern aviation. Replacing this tower is not only critical for maintaining the highest safety standards but also necessary for ensuring the airport's ability to accommodate future growth in passenger and cargo traffic.

Investing in this project aligns with broader efforts to enhance transportation infrastructure in our region, support economic development, and strengthen the resilience of our aviation network. A modernized air traffic control tower will enhance operational capabilities, improve safety for all users, and enable the airport to attract new business opportunities that benefit communities throughout northeastern Minnesota.

Duluth International Airport provides vital service to the region. Commercial, cargo, and medical service flights all utilize the airport, which is also home to Cirrus Aircraft, the #1 manufacturer of piston aircraft in the world, and the 148th Fighter Wing of the Minnesota Air National Guard, making the airport crucial to our economic and national security. The airport supports over 6,000 jobs and contributes roughly \$760 million annually to the economy.

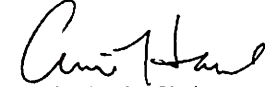
Finally, a \$14 million investment by the state of Minnesota helps leverage more than \$52 million in federal funding for this project. This is a good deal for the state of Minnesota and our taxpayers.

"An Equal Opportunity Employer"

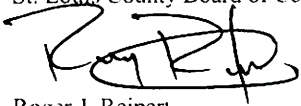
This federal money is being used quickly and if we wait any longer, we may risk losing out on full funding. The time is now to advance this very important regional project.

Thank you for your consideration of this critical infrastructure need.

Sincerely,



Annie Harala, Chair
St. Louis County Board of Commissioners



Roger J. Reinert
Mayor, City of Duluth

IV. - B.



Saint Louis County

100 North Fifth Avenue West, Room 202 • Duluth, MN 55802
Phone: (218) 726-2450 • www.stlouiscountymn.gov

January 22, 2025

Representative Fue Lee, Chair
Minnesota House Capital Investment Committee

SENT VIA E-MAIL

RE: Duluth International Airport Air Traffic Control Tower Replacement

Dear Chair Lee,

On behalf of the City of Duluth and Saint Louis County, we are pleased to offer our strong support for funding the replacement of the aging air traffic control tower at Duluth International Airport (DLH). This critical piece of infrastructure is essential to ensuring the continued safety, efficiency, and growth of air commerce and aviation services across our region. It is critical to continuing passenger air service in Duluth and for continued growth and stability with the U.S. Air National Guard's 148th Fighter Wing and large employers like Cirrus Aircraft.

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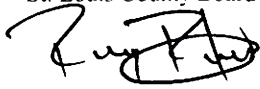
This federal money is being used quickly and if we wait any longer, we may risk losing out on full funding. The time is now to advance this very important regional project.

Thank you for your consideration of this critical infrastructure need.

Sincerely,



Annie Harala, Chair
St. Louis County Board of Commissioners



Roger J. Reinert
Mayor, City of Duluth

IV. - C.



Saint Louis County

100 North Fifth Avenue West, Room 202 • Duluth, MN 55802
Phone: (218) 726-2450 • www.stlouiscountymn.gov

January 22, 2025

Senator Sandy Pappas, Chair
Senator Karin Housley, Ranking Minority Member
Minnesota Senate Capital Investment Committee

SENT VIA E-MAIL

RE: Duluth International Airport Air Traffic Control Tower Replacement

Dear Senator Pappas and Senator Housley,

On behalf of the City of Duluth and Saint Louis County, we are pleased to offer our strong support for funding the replacement of the aging air traffic control tower at Duluth International Airport (DLI). This critical piece of infrastructure is essential to ensuring the continued safety, efficiency, and growth of air commerce and aviation services across our region. It is critical to continuing passenger air service in Duluth and for continued growth and stability with the U.S. Air National Guard's 148th Fighter Wing and large employers like Cirrus Aircraft.

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Finally, a \$14 million investment by the state of Minnesota helps leverage more than \$52 million in federal funding for this project. This is a good deal for the state of Minnesota and our taxpayers.

"An Equal Opportunity Employer"

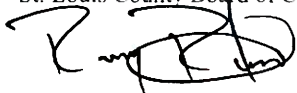
This federal money is being used quickly and if we wait any longer, we may risk losing out on full funding. The time is now to advance this very important regional project.

Thank you for your consideration of this critical infrastructure need.

Sincerely,



Annie Harala, Chair
St. Louis County Board of Commissioners



Roger J. Reinert
Mayor, City of Duluth



U.S. Department
of Transportation
Federal Aviation
Administration

Airport Division
Great Lakes Region
Minnesota, North Dakota, South Dakota

Dakota/Minnesota Airports District Office
6020 28th Ave S, Ste 102
Minneapolis, MN 55450-2700

January 30, 2025

Mr. Thomas Werner
Executive Director
4701 Grinden Drive
Duluth, MN 55811

Dear Mr. Thomas Werner,

SUBJECT: Duluth International
Duluth, MN
PFC Application Number: 25-15-C-00-DLH
Acknowledgement Letter

In accordance with 49 U.S.C. § 40117, the Federal Aviation Administration (FAA) acknowledges your notice of intent to impose a PFC charge at Duluth International (DLH) and to use PFC revenue at DLH. The authority to impose a PFC is contingent on your continued compliance with the terms of 49 U.S.C 40117, 14 Code of Federal Regulations (CFR) Part 158 and any conditions included in this letter.

Your notice of intent, submitted on January 17, 2025, has been assigned the following PFC Application Number: 25-15-C-00-DLH. The FAA does not have any particular objections to your notice of intent or proposed projects. Therefore, the FAA acknowledges that you will begin collecting a PFC at a \$4.50 PFC level on June 1, 2025 and complete your collections on January 1, 2029. Furthermore, the FAA acknowledges that you will collect a total of \$1,689,131 in PFC revenue to for the following projects:

Project Title	Type	Level	Pay-as-you-go	Total
Reconstruct Runway 3/21 medium intensity runway lights (001)	Concurrent	\$4.50	\$50,829	\$50,829
Acquire SRE Multi-Use Chassis and plow with 4600 CRDL cradling towed airport broom (002)	Concurrent	\$4.50	\$52,878	\$52,878
Acquire SRE Front Mount Snowblower (003)	Concurrent	\$4.50	\$38,163	\$38,163
Taxiway A Reconstruction – Phase 2 and Phase 4 Construction, and Phase 3 Design (004)	Concurrent	\$4.50	\$688,192	\$688,192
PFC 15 Administration (005)	Concurrent	\$4.50	\$16,641	\$16,641
Airside Pavement Maintenance (006)	Concurrent	\$4.50	\$28,088	\$28,088
Midfield Ramp Reconstruction Phase 1 and Phase 2 (007)	Concurrent	\$4.50	\$591,198	\$591,198



Taxiway C North Pavement Rehabilitation (008)	Concurrent	\$4.50	\$150,000	\$150,000
PFC 12 Close Out Report Administration (009)	Concurrent	\$4.50	\$6,800	\$6,800
Video Surveillance System Replacement and Upgrade (010)	Concurrent	\$4.50	\$59,916	\$59,916
Deice Trailer and Applicator (011)	Concurrent	\$4.50	\$6,426	\$6,426

The FAA also acknowledges your proposal to exempt that class of air carrier defined as Foreign Air Carriers, filing T-100(f). and Nonscheduled/On-Demand Air Carriers, filing FAA Form 1800-31. that are operating at DLH from the requirement to collect the PFC. We request that you notify the carriers in this excluded class, which were listed in your notice of intent, of their exemption.

All public agencies collecting PFC's are subject to reporting, record keeping, and auditing requirements as described in 14 CFR Part 158, Subpart D (14 CFR section 158.61 et. seq.). Specifically, you are reminded that, pursuant to 158.67(c), at least annually during the period the PFC is collected, held or used, each public agency shall provide for an audit of its PFC account. After completion of your audit, please provide the Airport District Office (ADO) a copy of the audit.

Also be advised, that the ability to collect on PFC Application Number 25-15-C-00-DLH is governed by either the charge-expiration date, noted above, or when full collection authority (PFC collections plus interest) is reached - whichever comes first. Therefore, it is important to monitor your rate of collection and adjust your charge expiration date as necessary.

The charge effective date must be the first day of the month and must be at least 30 days from the date of this letter. We request that you provide a copy of your notice to

Catherine Stella
ARP Program Analyst
FAA
6020 28th Ave S.
Minneapolis, MN 55405

when you notify the air carriers and foreign air carriers to begin collecting PFCs. Also, you are responsible for coordinating any construction with the appropriate federal offices as you would with any non-federally funded construction.

Be advised, 14 CFR section 158.33(a)(1) requires you to implement your concurrent impose and use projects that the FAA has not objected to within 2 years of the date of this letter. 14 CFR section 158.33(a)(1) requires the public agency to begin implementation of a project no later than 2 years after receiving clearance to use PFC revenue on that project.



U.S. Department
of Transportation
Federal Aviation
Administration

Airport Division
Great Lakes Region
Minnesota, North Dakota, South Dakota

Dakota/Minnesota Airports District Office
6020 28th Ave S, Ste 102
Minneapolis, MN 55450-2700

Finally, you must comply in accordance with your certification of 14 CFR Part 158 assurance number 9, standards and specifications and ensure PFCs are used only for eligible components, spaces and/or equipment.

Sincerely,

A handwritten signature in blue ink that reads "E. Lindsay Terry".

E. Lindsay Terry
Manager

Construction at Duluth International Airport impacts local economy



Last year, they completed \$24.7 million in projects at the Duluth International Airport.

By [Hayley Raatsi](#)

Published: Feb. 4, 2025 at 4:16 PM CST

DULUTH, Minn. (Northern News Now) - The Duluth Airport Authority (DAA) announced that recent construction projects have helped not only the airport but also the local economy.

Last year, they completed \$24.7 million in projects at the Duluth International Airport (DLH).

This was a part of the DAA's Master Capital Plan, which aims to enhance facilities, improve safety, and support future growth.

Projects included reconstructing the primary taxiway and renovating one of the general aviation ramps.



Those projects required 39,000 construction hours, leading to an estimated \$49 million in regional economic impact.

“The completion of these projects not only enhances the operational efficiency and safety at DLH but also positions the airport for continued growth and improved service,” said Tom Werner, executive director of the DAA. “The DAA’s ongoing commitment to developing key infrastructure is vital in supporting regional economic growth and increasing connectivity”.

DAA officials believe that work supported more than 200 jobs directly and indirectly.

Looking to the future, officials say they urgently need state and federal funding to replace the airport’s 70-year-old air traffic control tower.

ADVERTISEMENT



DLH air traffic control tower

DLH Air Traffic Control Tower



Replacing the air tower, which is a vital part of DLH's infrastructure, will help sustain growth and ensure that the airport can continue to serve as a reliable hub for air commerce.

Leaders say improving infrastructure is crucial to increase operational capacity, enhance safety, and accommodate future demands.

The design for the new tower was completed in 2024.

Construction can begin once full funding is secured.



DULUTH AIRPORT AUTHORITY

February 10, 2025

Senator Amy Klobuchar
425 Dirksen Senate Building
Washington, DC 20510

RE: Airport Legislative Priorities Spring 2025

Senator Klobuchar,

As Congress moves to finalize annual appropriations bills for fiscal year 2025, I urge your support for the following priorities critical to the Duluth Airport Authority (DAA) and its two airports; Duluth International (DLH) and Sky Harbor (DYT):

FY 2025 DOT/FAA Funding Bill

- **Fully Fund AIP at \$4 Billion:** Airports rely on the Airport Improvement Program (AIP) to help build infrastructure projects that enhance aviation safety and capacity. It is critical that Congress appropriate \$4 billion for AIP in FY25 – the same amount approved in the FAA reauthorization law. The FAA law also included underlying AIP formula changes that go into effect in FY25 regardless of program funding levels. The program cannot fully meet its obligations under the law unless Congress appropriates the full \$4 billion for AIP in FY25. At funding levels below that amount, airports likely will see cuts in their expected AIP entitlements. Additionally, the FAA would have few, if any, discretionary funds remaining for key airport projects. Reductions or disruptions in AIP funding would hinder the DAA's aggressive airfield infrastructure renewal program at DLH. To help the DAA meet its infrastructure needs and ensure there is sufficient funding to meet formula changes approved in the FAA law, I urge Congress to provide the authorized \$4 billion for the traditional AIP account in FY25.
- **Maintain Funding for Supplemental Discretionary Airport Grants:** To help ensure that airports do not fall further behind in their growing infrastructure need, we urge Congress to maintain funding for supplemental discretionary grants to airports. Funding for congressionally directed airport spending projects has come from the pool of supplemental discretionary grants in recent years, and we urge the continuation of that practice to avoid exacerbating AIP formula challenges outlined above.

FY 2025 DHS/TSA/CBP Funding Bill

- **Restore Funding for Law Enforcement Officer (LEO) Grants Reimbursements:** Despite strong program support, Congress in FY24 eliminated funding for TSA's LEO reimbursement program, shifting these costs to airport operators. As a result, airports have been forced to divert resources from other security purposes to pay officer salaries. At DLH, the DAA had to absorb over \$101,000 in additional security costs amounting to an unfunded mandate. The House-passed and Senate-introduced bills proposing \$45.6 million for LEO



DULUTH AIRPORT AUTHORITY

reimbursement grants. I urge Congress to fully restore funding for this critical program in FY25.

- **CBP Officers:** International travel has experienced double-digit growth with further increases expected through 2025. I remain concerned that CBP does not have enough officers to process international arrivals without needlessly charging for their services outside normal business hours at DLH. This is inconsistent with Title 19 Part 122 which states that, “international airports are open to all aircraft for entry and clearance at no charge by Customs”. CBP’s most recent workload staffing model identifies a shortfall of more than 5,000 officers to meet current and anticipated travel volumes at airports and other locations. The FY25 budget requests only 150 new CBP officers, 3 percent of the identified need, which is what the House-passed bill funded. In contrast, the Senate-introduced bill funded 1,000 new officers. We urge Congress to provide funding to sustain all current CBP officers and hire an additional 1,000 new officers in FY25 to address ongoing staffing shortages.

Thank you for your steadfast support of Duluth’s airports. As Congress rightly looks at government expenditures, the programs outlined above are critical to providing a safe and secure airport for the traveling public in our region. I look forward to working with you and your team to navigate the appropriation discussions to come.

Sincerely,

Tom Werner

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Tom Werner, A.A.E.
Executive Director
Duluth Airport Authority



February 10, 2025

Congressman Pete Stauber
 145 Cannon House Office Building
 Washington DC, 20515

RE: Airport Legislative Priorities Spring 2025

Congressman Stauber,

As Congress moves to finalize annual appropriations bills for fiscal year 2025, I urge your support for the following priorities critical to the Duluth Airport Authority (DAA) and its two airports; Duluth International (DLH) and Sky Harbor (DYT):

FY 2025 DOT/FAA Funding Bill

- **Fully Fund AIP at \$4 Billion:** Airports rely on the Airport Improvement Program (AIP) to help build infrastructure projects that enhance aviation safety and capacity. It is critical that Congress appropriate \$4 billion for AIP in FY25 – the same amount approved in the FAA reauthorization law. The FAA law also included underlying AIP formula changes that go into effect in FY25 regardless of program funding levels. The program cannot fully meet its obligations under the law unless Congress appropriates the full \$4 billion for AIP in FY25. At funding levels below that amount, airports likely will see cuts in their expected AIP entitlements. Additionally, the FAA would have few, if any, discretionary funds remaining for key airport projects. Reductions or disruptions in AIP funding would hinder the DAA's aggressive airfield infrastructure renewal program at DLH. To help the DAA meet its infrastructure needs and ensure there is sufficient funding to meet formula changes approved in the FAA law, I urge Congress to provide the authorized \$4 billion for the traditional AIP account in FY25.
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DULUTH AIRPORT AUTHORITY

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Sincerely,

Tom Werner

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Date: 2025.02.11
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Tom Werner, A.A.E.
Executive Director
Duluth Airport Authority



DULUTH AIRPORT AUTHORITY

February 10, 2025

Senator Tina Smith
720 Hart Senate Office Building
Washington, DC 20510

RE: Airport Legislative Priorities Spring 2025

Senator Smith,

As Congress moves to finalize annual appropriations bills for fiscal year 2025, I urge your support for the following priorities critical to the Duluth Airport Authority (DAA) and its two airports; Duluth International (DLH) and Sky Harbor (DYT):

FY 2025 DOT/FAA Funding Bill

- **Fully Fund AIP at \$4 Billion:** Airports rely on the Airport Improvement Program (AIP) to help build infrastructure projects that enhance aviation safety and capacity. It is critical that Congress appropriate \$4 billion for AIP in FY25 – the same amount approved in the FAA reauthorization law. The FAA law also included underlying AIP formula changes that go into effect in FY25 regardless of program funding levels. The program cannot fully meet its obligations under the law unless Congress appropriates the full \$4 billion for AIP in FY25. At funding levels below that amount, airports likely will see cuts in their expected AIP entitlements. Additionally, the FAA would have few, if any, discretionary funds remaining for key airport projects. Reductions or disruptions in AIP funding would hinder the DAA's aggressive airfield infrastructure renewal program at DLH. To help the DAA meet its infrastructure needs and ensure there is sufficient funding to meet formula changes approved in the FAA law, I urge Congress to provide the authorized \$4 billion for the traditional AIP account in FY25.
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DULUTH AIRPORT AUTHORITY

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Sincerely,

Tom Werner

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Werner
Date: 2025.02.11
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Tom Werner, A.A.E.
Executive Director
Duluth Airport Authority



DULUTH AIRPORT AUTHORITY

Resolution Approving the Creation of a Duluth Airport Authority Task Force on Review of Board of Director Attendance Policies

WHEREAS, the Duluth Airport Authority (DAA) adopted bylaws, as amended September 19, 2023, that govern its activities and;

WHEREAS, Article V stipulates certain rules for attendance by the DAA Board of Directors at their meetings and;

WHEREAS, the DAA Board desires to review Article V pertaining to Director attendance policy and;

WHEREAS, pursuant to this grant of authority over the Board of Directors Attendance Policy Taskforce, the DAA Board President shall be responsible for any and all work conducted by the Task Force and;

WHEREAS, the Board of Directors Attendance Policy Taskforce shall cease to exist when either 1) the Taskforce presents the DAA Board with a written report including recommended edits to the bylaws, or 2) the Taskforce recommends no changes in writing to the DAA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Duluth Airport Authority does hereby approve the creation of the Board of Directors Attendance Policy Taskforce.

Approved by the Duluth Airport Authority this 18th day of February 2025.

President
Duluth Airport Authority

Date

Secretary
Duluth Airport Authority

Date

VII. - B.

Duluth Airport Authority Short Elliott Hendrickson Inc. (SEH) Work Order 2025-2 for Expanded Project Scope / Supplemental Agreement for Preliminary and Final Design for the Taxiway A Reconstruction – Phase 6 Project at the Duluth International Airport

Terms:

- Estimated start date of February 18, 2025
- Estimated end date of August 1, 2025

Agreement Overview:

This work order includes an expanded project scope for preliminary and final design for the Taxiway A Reconstruction – Phase 6 project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 3-27-2023) between the DAA and SEH remain in effect for this work order.

Compensation to Consultant:

Compensation to the Consultant shall be a lump sum amount of \$256,100.00. Schedule A is for \$238,200.00, including the federally eligible portion of the work. Schedule A is funded by the FAA at 95 percent and MnDOT at 2.5 percent. Schedule B is for \$17,900.00, including the federally ineligible portion of the scope of work. Schedule B is funded at 100 percent by the Air National Guard.

Background:

Taxiway A is the parallel taxiway for the main runway (Runway 9/27) serving the Duluth International Airport. The existing Taxiway A is approximately 10,700 feet in length, and the width of Taxiway A varies along its alignment. The reconstruction of Taxiway A could potentially be completed in nine phases, based on the result of the 2021 DLH Airport Master Plan and discussions with the Duluth Airport Authority (DAA) and FAA.

The expanded construction scope for Phase 6 of the Taxiway A Reconstruction Program will include an additional 800-foot length of Taxiway A reconstruction just south of existing Taxiway A2 pavement, designated as bid alternate work for this project. The Phase 6 project will also include the relocation of Taxiway A2 which joins Runway 9/27 with Taxiway A, being relocated per decisions made as part of the Airport Master Plan. Additionally, two taxiway connector pavements will be constructed between the new Taxiway A pavement and the Cirrus Ramp and another southerly pavement to accommodate aircraft operations. As part of the project, existing Taxiway A2 will be removed or closed. The expanded Phase 6 project scope also includes electrical vault equipment modifications.

The most recent pavement ratings for the Taxiway A Phase 6 project site were taken from the 2021 MnDOT Airport Pavement and Management Study. The Phase 6 area of Taxiway A was found to have a PCI value ranging between 82 (“Very Good”) and 89 (“Excellent”), with recorded distresses of longitudinal and transverse cracking, but this pavement rating is deceiving, and results only from a 2” mill and overlay treatment that was applied in 2020. This existing Taxiway A pavement had previously been near failure and was rated between 32 and 34 (“Poor”) in 2018, and the mill and overlay treatment was only intended to be a short-term fix for that failing

Taxiway A Pavement. Moving forward, rapid deterioration of the existing Taxiway A pavement is anticipated.

The project work will include removal of existing airfield pavements, concrete taxiway pavement installation, asphalt shoulder pavement construction, and storm sewer infrastructure and drainage improvements as required. Taxiway edge lighting, airfield signage, related airfield electrical circuits, and electrical vault equipment modifications will be reconstructed with this project. Project work will also include turf establishment and installation of airfield pavement markings.

This scope of engineering services includes preliminary design, final design, including plan drawings, specifications, an engineer's design report, quality control, design reviews, and construction bidding documents, as well as project management. Final design will occur in the winter of 2025, with project bids intended to be opened in June of 2025. Construction is anticipated to take place in the summer of 2026.

Engineering services for federally eligible portions of the scope of work are anticipated to be funded at a 95 percent rate by the Federal Aviation Administration (FAA) and 2.5 percent funded by the Minnesota Department of Transportation (MnDOT). Engineering fees for the federally ineligible portions of the scope of work are anticipated to be fully funded by the Air National Guard.

**WORK ORDER
No. 2025-2
Between**

**The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: February 18, 2025

**TAXIWAY A RECONSTRUCTION – PHASE 6 (PRELIMINARY DESIGN, ENGINEER’S DESIGN REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING DOCUMENTS, AND BIDDING SERVICES) – EXPANDED PROJECT SCOPE SUPPLEMENTAL AGREEMENT
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes preliminary and final design for the Taxiway A Reconstruction – Phase 6 project at Duluth International Airport (DLH), for an expanded project scope supplemental to previous Work Order 2024-9. Components of this work include Preliminary Design, Engineer’s Design Report, Final Design, Plans and Specifications, Bidding Documents, and Bidding Services. The contract provisions included in the Master Agreement (dated 03-27-23) between the DAA and SEH remain in effect for this work order.

Estimated start date is February 18, 2025; estimated end date is August 1, 2025.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$256,100.00. Schedule A is \$238,200.00 includes the federally eligible portion of the work. Schedule B is \$17,900.00 and includes the federally ineligible portions of the scope of work.

Descriptions of the services to be provided are included in Attachments A-1 and A-2. Detailed estimates of labor cost and expenses are included in Attachments B-1 and B-2.

Point of Contact: Shawn McMahon, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.

Title: _____



Date: _____

Title: Principal _____

Title: _____

Date: February 18, 2025

Date: _____

ATTACHMENT A-1
Duluth International Airport (DLH)
Taxiway A Reconstruction, Phase 6 Expanded Scope
Scope of Work
Schedule A (FAA Eligible)

Preliminary Design, Engineer's Design Report, Final Design, Plans & Specifications, Bidding Documents

General – Taxiway A is the parallel taxiway for the main runway (Runway 9/27) serving the Duluth International Airport. The existing Taxiway A is approximately 10,700 feet in length, and the width of Taxiway A varies along its alignment. The reconstruction of Taxiway A could potentially be completed in nine phases, based on the result of the 2021 DLH Airport Master Plan and discussions with the Duluth Airport Authority (DAA) and FAA. The expanded construction scope for Phase 6 of the Taxiway A Reconstruction Program will include an 800 foot length of additional Taxiway A reconstruction just south of existing Taxiway A2 pavement (highlighted in blue below, designated as bid alternate work). The Phase 6 project will also include the relocation of Taxiway A2 which joins Runway 9/27 with Taxiway A, being relocated per decisions made as part of the Airport Master Plan. See **Figure 1 - Project Exhibit**. Additionally, two taxiway connector pavements will be constructed between the new Taxiway A pavement and the Cirrus Ramp and another southerly pavement to accommodate aircraft operations. As part of the project, existing Taxiway A2 will be removed or closed. The expanded Phase 6 project scope also includes electrical vault equipment modifications.

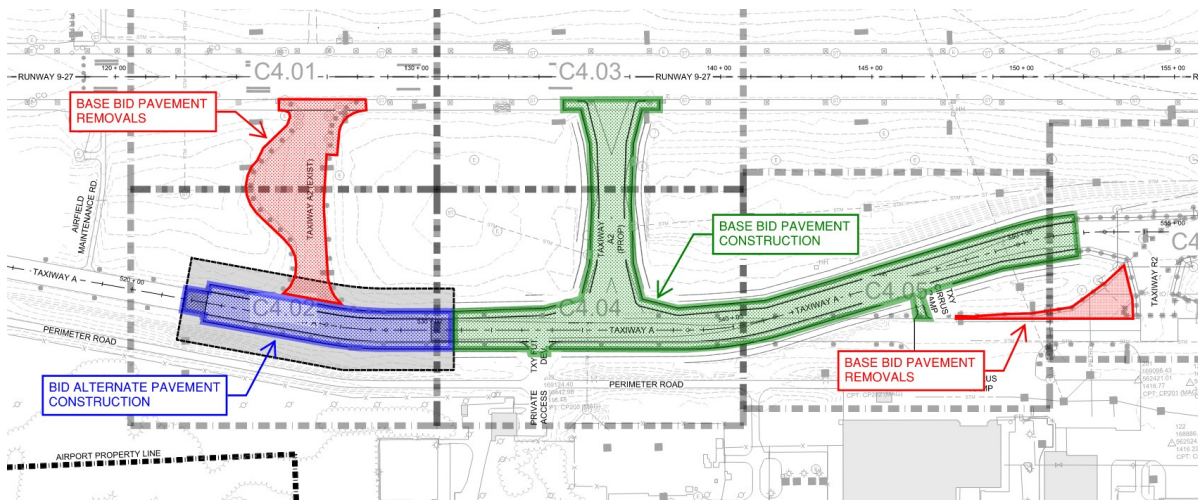


Figure 1. Project Exhibit

The majority of existing Taxiway A is 75-foot-wide bituminous pavement with no taxiway shoulders. The expanded Phase 6 project scope will include reconstruction of approximately 2,900 feet of Taxiway A, 75 foot-wide, with 25-foot-wide bituminous shoulders to meet the criteria for TDG V based on the aircraft fleet mix that are anticipated to use Taxiway A. Taxiway A2 will be reconstructed to be 75 foot-wide, with 25 foot-wide shoulders to satisfy the TDG V design criteria based upon the fleet mix that are anticipated to use this taxiway.

The most recent pavement ratings for the Taxiway A Phase 6 project site were taken from the 2021 MnDOT Airport Pavement and Management Study. The Phase 6 area of Taxiway A was found to have a PCI value ranging between 82 (“Very Good”) and 89 (“Excellent”), with recorded distresses of longitudinal and transverse cracking, but this pavement rating is deceiving, and results only from a 2” mill and overlay treatment that was applied in 2020. This existing Taxiway A pavement had previously been near failure and was rated between 32 and 34 (“Poor”) in 2018, and the mill and overlay treatment was only intended to be a short-term fix for that failing Taxiway A Pavement. Moving forward, rapid deterioration of the existing Taxiway A pavement is anticipated. See **Figure 2 – DLH 2021 PCI Summary**.

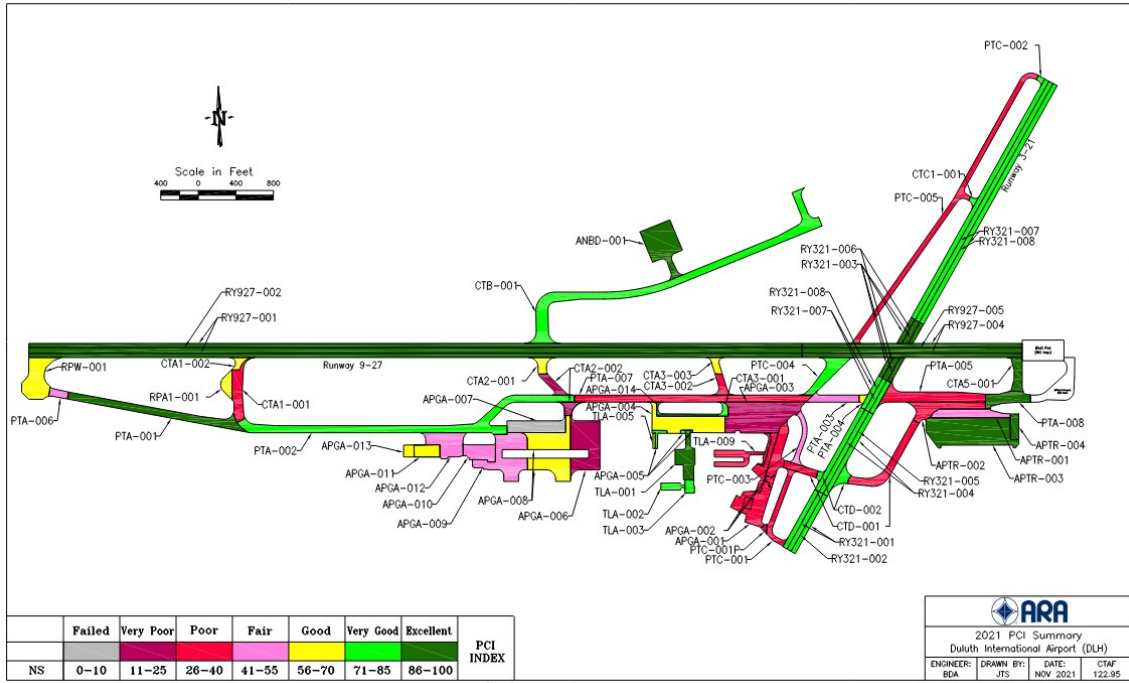


Figure 4. 2021 Pavement Condition Index Rating at Duluth International Airport (DLH).

Figure 2. DLH 2021 PCI Summary

The project work will include removal of existing airfield pavements, concrete taxiway pavement installation, asphalt shoulder pavement construction, and storm sewer infrastructure and drainage improvements as required. Taxiway edge lighting, airfield signage, and related airfield electrical circuits will be reconstructed with this project. Project work will also include turf establishment and installation of airfield pavement markings.

(The Construction Administration scope items will be included in a subsequent work order.)

Proposed project schedule:

February 18, 2024 – DAA Board to consider Supplemental Design contract
February 2025 – Submit Engineer's Design Report
May 2025 – Final plans and specifications posted for bidding
June 2025 – Bid opening
June 2025 – DAA Board to consider Construction, Construction Administration contracts
June 2025 – Grant application submittal
May 2026 – Construction

Project Deliverables – The project deliverables of this scope include the following:

1. Project formulation
2. Preliminary Design
3. Engineer's Design Report for Taxiway A Reconstruction, Phase 6
4. Plan drawings for Taxiway A Reconstruction, Phase 6
5. Construction bidding documents for Taxiway A Reconstruction, Phase 6
6. FAA Construction plans and specifications review
7. Quality Control reviews
8. Project management and meetings

This work scope includes:

Work Element 1: Project Formulation

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to FAA and MnDOT Office of Aeronautics for review and will be updated based on input received.

Task 1.2 – Project Formulation – SEH will complete cost breakdowns and eligibility determinations for the approved scope of work. Specifically, SEH will break the project into FAA eligible and ineligible scopes of work to enable accurate data for the FAA grant application.

Task 1.3 – FAA Grant Initiation Documentation – SEH will complete the project and grant pre-application documentation, associated preliminary cost breakdowns and preliminary eligibility determinations. The environmental CATEX (completed under another task) will be included in the project initiation documentation.

Work Element 2: Preliminary Design

Task 2.1 – Geotechnical Analysis/Borings – Geotechnical borings will be drilled in the location of the proposed reconstruction or relocation areas per FAA pavement design criteria. SEH will provide escorting and oversight during the drilling. The boring logs and narrative report will be used to develop the pavement design and the typical section for the taxiway. The scope of work

includes development and submittal of the FAA Form 7460 for completion of the boring scope of work.

Task 2.2 – Topographic Survey – A topographic survey will be completed in the area of the proposed Phase 6 reconstruction. Survey will include all pavement grades, pavement edges, drainage structures, utility information, airfield lighting, and other necessary features. SEH will complete the survey work and provide escorting and oversight during the survey operation.

Task 2.3 – Environmental Determination/CATEX – SEH will complete a request for environmental Categorical Exclusion (CATEX) for the Taxiway A Reconstruction Phase 6 project. The wetland delineations have been obtained through previous work. This scope of work will include reviewing historical and previously completed data, preparing the CATEX form, coordinating with FAA, and responding to FAA comments as necessary.

Work Element 3: Engineer's Design Report

Task 3.1 – General Scope of Work – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, and historical background on the proposed project.

Task 3.2 – Photographs – SEH will coordinate with DAA staff to capture photographs of representative areas of existing site conditions of the pavement. The photographs will be included within the report.

Task 3.3 – Applicable AIP Standards – All applicable AIP standards will be referenced in the report by FAA Advisory Circulars. Specific values for design standards as required for Taxiway A will be displayed in table format for airplane design group, approach category, runway safety area and object free area dimensions, geometric values and surface gradients.

Task 3.4 – Airport Operational Safety Considerations – SEH will develop a Construction Safety and Phasing Plan (CSPP) to evaluate proposed phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users. All airport facilities, including approach procedures and navigational aids, will be evaluated for potential impacts due to construction.

This project design will require investigation of construction phasing alternatives to maintain a full-length parallel taxiway pavement during project construction. Alternatives will be developed and presented to DAA and stakeholder groups for consideration, with the selected option being included in the project plans.

Task 3.5 Pavement Design – SEH will utilize pavement cores, soil borings and the geotechnical evaluation and report to evaluate the current pavement condition and underlying soils. The resulting pavement evaluation and identification of soil characteristics will be used with the fleet mix to develop a proposed pavement design and alternatives. (FAARFIELD program results and FAA Form 5100-1 will be included as part of the report.) Existing pavement removal/reuse options will be explored, as well as base and subgrade conditions and proposed modifications.

In addition, the document will use the critical design aircraft determined in previous phases for pavement design but verified for the varied geotechnical conditions.

- Task 3.6 – Drainage Design** – SEH will conduct a site visit, inspection and evaluation of the existing drainage and subsurface drainage systems. Delineation of the drainage area and stormwater runoff calculations will be determined to confirm current drainage and stormwater treatment features. Additionally, this task will include the evaluation of the project's impact to the City of Duluth stormwater permitting requirements. The change in impervious surface will require detailed analysis and potential design of new stormwater structures, basins, infiltration ponds, or controls to limit the rate of water into Miller Creek. It is anticipated the design team will develop three alternatives to meet the stormwater requirements and provide a recommendation to move forward with a selected option.
- Task 3.7 – Airfield Electrical Design** – SEH will review the existing airfield and electrical system with the electrical subconsultant. Requirements for installation of a new taxiway lighting system and airfield signage will be confirmed. SEH will review preliminary taxiway lighting layout and airfield signage and regulator requirements designed by electrical subconsultant. The expanded project scope also includes design of electrical vault equipment modifications.
- Task 3.8 – Navigational Aids** – SEH design team will confirm information obtained during previous studies concerning the navigational aids associated with Runway 9/27 and Taxiway A. All affected navigational aids and ownership will be included in the report in table format. It is anticipated that reimbursable agreements will not be necessary for this project and this will be explored and confirmed as part of the design report.
- Task 3.9 – Pavement Marking** – SEH will develop a preliminary pavement marking plan and details to be included as part of the report. Coordination with FAA Part 139 inspector for the marking plan and airfield signage plan is included as part of this task.
- Task 3.10 – Environmental Considerations** – SEH will document previously completed Categorical Exclusion (CATEX) performed in Task 2.3 for the project. SEH will also identify necessary permits, including but not limited to NPDES and developing a Stormwater Pollution Prevention Plan (SWPPP) in concert with preliminary erosion control plans. SEH will develop City of Duluth stormwater permitting requirements.
- Task 3.11 – Existing Utilities** – SEH will develop a drawing that identifies and delineates existing underground utilities in and adjacent to the area of the Taxiway A Reconstruction, Phase 6.
- Task 3.12 – Miscellaneous Work Items** – SEH will provide a narrative to address other work components of the project, such as turf establishment, erosion control, site access, and other related work items.
- Task 3.13 – Life Cycle Cost Analysis** – SEH will include a discussion on Life Cycle Cost Analysis and confirm that the Life Cycle Cost Analysis for Taxiway A Reconstruction, Phase 1 is still appropriate for this project. The Life Cycle Cost Analysis process and results from Taxiway A Reconstruction, Phase 1 will be included in the report.
- Task 3.14 – Modification to AIP Design Standards** – No modifications to design standards are anticipated, but this task will explore all preliminary design to confirm that no modifications to design standards will be requested.

Task 3.15 – AIP Non-eligible Work Items – Any potential non-eligible work items will be identified. If non-eligible work items are identified, the process for separating these work components from eligible components will be addressed.

Task 3.16 – Disadvantaged Business Enterprise (DBE) – The current status of the Sponsor’s DBE program will be established, together with project goals for the Taxiway A Reconstruction, Phase 6 project. This task includes creating a program for 2025, 2026, and 2027 and identifying specific project goals.

Task 3.17 – Project Schedule – SEH will develop a schedule and associated chart to identify the project schedule specific to Phase 6 of the Taxiway A Reconstruction, and milestones during the design and bidding process.

Task 3.18 – Engineer’s Estimate of Probable Cost – SEH will provide an itemized summary of the engineer’s estimate of probable construction costs. Any ineligible work components will be called out separately.

Task 3.19 – Preliminary Project Budget – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and prorations will also be included.

Work Element 4: Plan Drawings for Taxiway A Reconstruction, Phase 6

Final design and plan drawings for Taxiway A Reconstruction, Phase 6, will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*, will be utilized in the development of the plan set. Other applicable ACs, FAA Orders, Regulations and Policy Memorandums will be used as needed.

Specific tasks included with this work element include:

Task 4.1 – Environmental Coordination and Permits – SEH will refine the draft Stormwater Pollution Prevention Plan (SWPPP) and erosion control plans completed as part of the Engineer’s Design Report. Additionally, the scope of work includes completion and/or coordination of the following permits:

- MPCA NPDES permit application
- City of Duluth Haul Route Application
- City of Duluth Stormwater permit
- Stormwater Pollution Prevention Plan (SWPPP)
- MPCA Concrete Batch Plant Permit

Task 4.2 – Environmental Investigation – SEH will complete an investigation of the Phase 6 area for contamination. The review will include a Phase 1 and Phase 2 Environmental Site Assessment. A report will be delivered to the Sponsor showing the level and areas of contamination and a response action plan to be used during construction. This task includes research of the history of the site, a site visit, report writing, and meeting with the airport to discuss the results and the response action plan.

Task 4.3 – Construction Safety and Phasing Plan Development – SEH will refine and update the preliminary Construction Safety and Phasing Plan (CSPP) that was developed as part of the Engineer’s Design Report. SEH will meet with DAA staff, airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The preliminary CSPP will be

enhanced to determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A final CSPP will be uploaded for FAA airspace review. A Construction Safety Plan Narrative will also be created to complement the CSPP.

Task 4.4 – 7460 Airspace Determination Review – SEH will submit the required airspace data on the FAA's OE/AAA website for an airspace determination. Submitted data will include a 7460 drawing with points of interest, the CSPP developed as part of Task 4.2, the safety plan narrative document, and other requested information by FAA. This task also includes effort to adjust submitted data requested by FAA.

Task 4.5 – Detailed Final Design – Detailed final design to include establishment of final plan/profile, shoulder impacts from taxiway widening and construction, grading and topographic survey analysis, surface and subsurface drainage design including final storm sewer infrastructure, natural gas utility design coordination with the City of Duluth, and other related project elements. Electrical final design will be related to edge lighting, taxiway lighting, airfield signage, electrical vault equipment modifications, and associated components. (See attached work scope from electrical subconsultant).

Task 4.6 – Construction Plan Sheets – Specific plan sheets to be developed and included in the plan set are as follows:

- Title Sheet
- Construction Safety Plan
- Construction Phasing Plan. The phasing plans will include temporary taxiway marking, temporary electrical design, and airfield guidance sign adjustments for temporary taxiways.
- Construction Signage Plan
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan
- Natural Gas Utility Plan
- Storm Sewer Plan and Profiles
- Typical Section(s)
- Removal Plan
- Erosion Control Plan and Details
- Grading Plan
- Topography and Plan/Profile drawings for new pavement
- Alignment Plan
- Bituminous Pavement Jointing Plan and Details
- Concrete Pavement Joint Plan and Details
- Pavement Elevation Plan Sheets
- Pavement Marking Plan and Details
- Standard Plates
- Cross Sections
- Electrical Layout and Details

Task 4.7 – Quality Control Site Visit – SEH will conduct two quality control site visits during final design to verify base maps, utility locations, light locations,

grades, and other relevant site features to ensure conformance to bidding documents.

Work Element 5: Construction Bidding Documents for Taxiway A Reconstruction, Phase 6

Elements of the Construction Bidding Documents will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13B, *Airport Design* and other applicable AC's, Orders, Regulations and Policy Memorandums. Specific tasks included with this work element include:

Task 5.1 – Construction Bidding Documents – A bid proposal project manual will be prepared that will consist of a table of contents, advertisement for bids, proposal documents, schedule of prices, State and Federal requirements, wage rates, technical specifications, and special provisions. Bidding documents will be edited individually and sent to the City of Duluth Purchasing Office for review. This task also includes coordination with the City of Duluth Purchasing Office to advertise the project for bid.

Task 5.2 – Construction Technical Specifications - This task includes creation of construction technical specifications for the project. These specifications will be created from the FAA Advisory Circular 150/5370-10H - Standard Specifications for Construction of Airports and modified for the project. Individual specifications will be edited individually to meet project requirements.

Task 5.3 – Construction Management Plan – A Construction Management Plan (CMP) and reporting program will be prepared per FAA guidelines.

Work Element 6: Bidding

Task 6.1 – Bidding Services – Consultant will take questions from prospective bidders throughout the bidding process and if needed, will clarify questions with an addendum. This also includes an on-site pre-bid meeting, which will include a presentation, tour and meeting minutes that will be shared in an addendum.

Task 6.2 – Bid Opening – Consultant will coordinate advertisement and opening of contractor bids virtually.

Task 6.3 – Bid Review, Recommendation, and Award – After bids are opened, the Consultant will review for completed bids, develop a bid tab for bid comparison, and make a contractor recommendation to the Owner to move toward award of the bid and assist with requesting an FAA and State grant for the project.

Work Element 7: FAA Construction Plans and Specifications Full Review

Task 7.1 – FAA Coordination – SEH will coordinate with the FAA on submitting a 90% complete set of construction plans and specifications for FAA review.

Task 7.2 – Completion of Appendix 3, “Full Review Guide” – SEH will complete Appendix 3 “Construction Plans and Specifications “Full Review Guide” and submit the document with the 90% plans and specifications.

Task 7.3 – Review and Address FAA Comments – SEH will review and address all FAA comments on the plans and specifications and develop documentation to track any comments received and how those comments were addressed.

Work Element 8: Quality Control Reviews

Quality Control includes the following tasks:

Task 8.1 – Quantity Calculations and Final Engineer’s Estimate –This task includes finalization of quantities associated with the project for use in the bid package. A final engineer’s estimate using these quantities is also included.

Task 8.2 – Quality Control Reviews –This task includes quality control reviews of the project plans and specifications, quantity determinations and construction cost estimates. An on-site plan review with DAA staff is included.

Work Element 9: Project Management – This task includes the overall project management of Work Elements 1 through 8 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 8.1 – Design Team Meetings –This task includes bi-weekly meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated that there will be 12 design meetings.

Task 8.2 – Agency Meetings –This task includes monthly meetings by the design team, MnDOT Office of Aeronautics, FAA ADO, DAA staff, and other individuals and agencies as needed, to discuss the project design development, schedule, and any other related items. It is anticipated that there will be four, two-hour agency virtual meetings, attended by PM, PE, and Planner.

Task 8.3 – Airport Authority Meetings –This task includes attendance at monthly DAA Authority meetings to provide project updates to the DAA Board members. Four, two-hour meetings are included requiring Principal, PM, and Planner attendance.

Task 8.4 – Public Involvement Meetings and Notifications – This task includes specific meetings with airlines, airfield businesses, airfield tenants, terminal tenants, St. Louis County, and other critical stakeholders to provide updates on the status of the project and address any issues or concerns. This task also includes coordination with local FAA tech ops regarding the project schedule, any impacts to FAA equipment, and other coordination items. SEH will host two dedicated meetings with tenants and stakeholders discussing the proposed improvements.

Task 8.5 – Subconsultant Coordination –This task includes subcontractor coordination and administration, including contract and fee development, escorting of field work, deliverable review, and final payment and closeout.

Task 8.6 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, progress reports, budget updates and monthly invoices and contract negotiation.

Subconsultants performing work under this proposal include the following:

- 1. Braun Intertec.** All geotechnical engineering associated with the project will be performed by Braun Intertec out of Duluth, Minnesota.
- 2. Burns & McDonnell.** Airfield electrical design with the project will be performed by Burns & McDonnell out of Bloomington, Minnesota.
- 3. David's Hydrovac.** Potholing/exploration of the existing natural gas utility at the project site will be performed by David's Hydrovac out of Forest Lake.

ATTACHMENT A-2
Duluth International Airport (DLH)
Taxiway A Reconstruction, Phase 6 Expanded Scope
Scope of Work
Schedule B (FAA Ineligible Tasks)
Preliminary Design, Engineer's Design Report, Final Design, Plans and Specifications, Bidding Documents

General – Schedule B reflects the same overall project description as Schedule A, but specifically focuses on the portion of the tasks that are not federally eligible, and required to complete the federally ineligible portions of work. These tasks include the design effort required to construct an ADG V/TDG-5 taxiway beyond the limits of the FAA eligible ADG 3/TDG III taxiway dimensions.

(The Construction Administration scope items will be included in a subsequent work order.)

This work scope includes:

Work Element 1: Project Formulation

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to FAA and MnDOT Office of Aeronautics for review and will be updated based on input received. This work is specific to the additional effort required to design and fund the increase in taxiway width for Taxiway A, and coordination with the Air National Guard specific to additional funding. Taxiway A2 is being designed to FAA standards, and is considered eligible.

Task 1.2 – Project Formulation – SEH will complete the project and grant pre-application documentation, cost breakdowns and eligibility determinations for the approved scope of work. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard specific to additional funding. This task includes the development and coordination of the Military Construction Cooperative agreement, and subsequent approval.

Work Element 2: Engineer's Design Report

Task 2.1 – General Scope of Work – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, and historical background on the proposed project. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard specific to additional funding.

Task 2.2 – Engineer's Estimate of Probable Cost – SEH will provide an itemized summary of the engineer's estimate of probable construction costs. Any ineligible work components will be called out separately. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

Task 2.3 – Preliminary Project Budget – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and proration will also be included. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

Work Element 3: Plan Drawings for Taxiway A Reconstruction, Phase 6

Final design and plan drawings for Taxiway A Reconstruction, Phase 6, will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*, will be utilized in the development of the plan set. Other applicable ACs, FAA Orders, Regulations and Policy Memorandums will be used as needed. Specific tasks included with this work element include:

Task 3.1 – Detailed Final Design – The final design will include the design of the additional 25 feet of taxiway width and the additional 5 feet of taxiway shoulder width.

Task 3.2 – Plan Production – A few plan sheets will require additional effort to create due to the increased width of Taxiway A and the shoulders. It is anticipated that Construction Safety and Phasing, Utility Locations, Typical Sections, Plan and Profile, Jointing, and Pavement Marking drawings will require some level of additional effort.

Work Element 4: Quality Control Reviews

Task 4.1 – Quantity Calculations and Final Engineer’s Estimate –This task includes finalization of quantities associated with the project for use in the bid package. A final engineer’s estimate using these quantities is also included. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

Work Element 5: Project Management – This task includes the overall project management of Work Elements 1 through 4 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 5.1 – Design Team Meetings –This task includes bi-weekly meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated that there will be 12 design meetings, of which, a portion of them will be discussing ineligible areas.

Task 5.2 – Agency Meetings –This task includes one meeting by the design team with the 148th Fighter Wing to discuss the project design development, schedule, and any other related items.

Task 5.3 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, progress reports, budget updates and monthly invoices and contract negotiation. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

ATTACHMENT B-1
ESTIMATED FEES AND EXPENSES
TAXIWAY A RECONSTRUCTION (PHASE 6) EXPANDED SCOPE
PRELIMINARY DESIGN, ENGINEER'S DESIGN REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING DOCUMENTS
SCHEDULE A - FAA ELIGIBLE
DULUTH INTERNATIONAL AIRPORT (DLH)
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager / Engineer VI	Professional Engineer / Engineer V	Project Engineer / Engineer IV	Aviation Planner	Senior CAD Technician	Survey Crew Chief III	Survey Crew Chief I	Natural Resource Scientist	Environmental Engineer	Water Resources Engineer	Administrative Assistant
Project Formulation													
1.1	Scoping, Review, and Coordination	1	3	3		3							
1.2	Project Formulation	1	3	3		3							
1.3	FAA Grant Initiation Documentation	1	3	3		3							
Preliminary Design													
2.1	Geotechnical Analysis/Borings		2	4		2	4						
2.2	Topographic Survey					8	4	20	20				
2.3	Environmental Determination/CATEX									6	2	6	
Engineer's Design Report													
3.1	General Scope of Work	1	3	1									4
3.2	Photographs			2									
3.3	Applicable AIP Standards		1	2		2							
3.4	Airport Operational Safety Considerations		2	6	6	2	4						
3.5	Pavement Design		2	6	6	8							
3.6	Drainage Design		2	5	5	10						16	
3.7	Airfield Electrical Design		1	4									
3.8	Navigational Aids		1	1		1							
3.9	Pavement Marking		1	2	4								
3.10	Environmental Considerations		1	1		2				2		4	
3.11	Existing Utilities		1	3		3							
3.12	Miscellaneous Work Items		1	2									
3.13	Life Cycle Cost Analysis		1	1									
3.14	Modification to AIP Design Standards		1	2		1							
3.15	AIP Non-eligible Work Items		1	1									
3.16	Disadvantaged Business Enterprise (DBE)		1	1									4
3.17	Project Schedule	1	1	2	2	1	4						
3.18	Engineer's Estimate of Probable Cost		2	2	4		1						
3.19	Preliminary Project Budget	1	2	3	2								
Plan Drawings for Taxiway A Reconstruction, Phase 6													
4.1	Environmental Coordination and Permits		2	2	2	4	4						2
	MPCA NPDES Permit			1			1					2	
	Haul Route Permit			1			1						
	City of Duluth Stormwater Permit		1		1							4	
	SWPPP		2	2	2		4					4	
	MPCA Concrete Batch Plant Permit		1	1	1								
4.2	Environmental Investigation		2	2		3				12			
4.3	Construction Safety and Phasing Plan		5	5	5	5							
4.4	7460 Airspace Determination Submittal				5	5							
4.5	Detailed Final Design												
4.6	Construction Plan Sheets	2	6	40	32	2	20					3	
	Title Sheet						2						
	Construction Safety Plan	1	1	2			4						
	Construction Phasing Plans	1	2	4	4								
	Construction Signage Plan	1		1			4						
	Statement of Estimated Quantities	1	1	3									
	Details and Construction Notes	1	1	1			5						
	Utility Locations Plan		1	1			5						
	Natural Gas Utility Plan			1	1		5						
	Storm Sewer Plan and Profiles	1	3				8						
	Typical Section(s)	1	2	3			5						
	Removal Plan	1	2	2			5						
	Erosion Control Plan and Details	1	2	2			2					5	
	Grading Plan	1	4	10			15						
	Topography and Plan/Profile Drawings	1	1	3			5						
	Alignment Plan	1	2	2			5						
	Bituminous Jointing Plan and Details	1	1	1			2						
	Concrete Jointing Plan and Details	1	2	4			4						
	Pavement Elevation Plan Sheets	1	1				1						
	Pavement Marking Plan and Details	1	2	3			5						
	Standard Plates		1				2						
	Cross Sections		1	1			5						
	Electrical Layout and Details		3	3			18						
4.7	Quality Control Site Visit		3	3	3								
Construction Bidding Documents for Taxiway A Reconstruction, Phase 6													
5.1	Construction Bidding Documents		5	6	10					1		1	5
5.2	Construction Technical Specifications		2	3	4								
5.3	Construction Management Plan (CMP)		1	2	4								
Bidding													
6.1	Bidding Services												
6.2	Bid Opening												
6.3	Bid Review, Recommendation, and Award												
FAA Construction Plans and Specifications Full Review													
7.1	FAA Coordination		2	4	5	1							
7.2	Completion of Appendix 3		1	4									
7.3	Review and Address FAA Comments		2	2	2		2						
Quality Control													
8.1	Quality Calculations and Final Engineer's Review		2	2	2		2						
8.2	Quality Control Reviews	1	20	30	10		2						
Project Management and Meetings													
9.1	Design Team Meetings		4	4	4	2	4				1		
9.2	Agency Meetings		2	2		2							
9.3	Airport Authority Meetings	2	2			2							
9.4	Public Involvement Meetings and Notifications	1	1			1							
9.5	Subconsultant Coordination		5	2									
9.6	Overall Project Management	1	5	2									
Total hours per labor category		13	127	212	178	37	189	20	20	9	15	45	15

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	13	\$85.60	\$1,112.80
Project Manager / Engineer VI	127	\$79.19	\$10,057.13
Professional Engineer / Engineer V	212	\$55.38	\$11,740.56
Project Engineer / Engineer IV	178	\$40.38	\$7,187.64
Aviation Planner	37	\$55.45	\$2,051.65
Senior CAD Technician	189	\$59.19	\$11,186.91
Survey Crew Chief III	20	\$42.22	\$844.40
Survey Crew Chief I	20	\$41.17	\$823.40
Natural Resource Scientist	9	\$43.14	\$388.26
Environmental Engineer	15	\$70.36	\$1,055.40
Water Resources Engineer	45	\$64.02	\$2,880.90
Administrative Assistant	15	\$35.61	\$534.08
Total Direct Labor Costs:	880		\$49,863.13
Direct Salary Costs plus Overhead			\$94,739.95
Total Labor Costs			\$144,603.08
Fixed Fee on Labor Costs (15%)			\$21,690.46

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Electrical Engineering Subconsultant (Burns and McDonnell)	1	\$40,435.00	\$40,435.00
Geotechnical Investigation (Braun Intertec)	1	\$12,325.00	\$12,325.00
Petroline/Exploration of Natural Gas Utility (David's Hydrovac)	1	\$11,920.00	\$11,920.00
Computer Charge	880	\$5.55	\$4,884.00
Employee Mileage	500	\$0.70	\$350.00
Reproductions / Miscellaneous	1	\$2,000.00	\$2,000.00
Total Expenses			\$71,914.00

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$238,207.54
Estimated Total	\$238,200.00

ATTACHMENT B-2
ESTIMATED FEES AND EXPENSES
TAXIWAY A RECONSTRUCTION (PHASE 6) EXPANDED SCOPE
PRELIMINARY DESIGN, ENGINEER'S DESIGN REPORT, FINAL DESIGN, AND PLANS AND SPECIFICATIONS
SCHEDULE B - FAA INELIGIBLE
DULUTH INTERNATIONAL AIRPORT (DLH)
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager / Engineer VI	Professional Engineer / Engineer V	Project Engineer / Engineer IV	Aviation Planner	Senior CAD Technician	Natural Resource Scientist	Water Resources Engineer	Administrative Assistant
Project Formulation										
1.1	Scoping, Review, and Coordination	1	1	1		1				
1.2	Project Formulation	1	1	1		1				
Engineer's Design Report										
2.1	General Scope of Work	1	1	2						1
2.2	Engineer's Estimate of Probable Cost		1	2	2		1			
2.3	Preliminary Project Budget		1	1	1					
Plan Drawings for Taxiway A Reconstruction, Phase 6										
3.1	Detailed Final Design		3	10	10		10			
3.2	Plan Production		3	6	6		8			
Quality Control										
4.1	Quantity Calculations and Final Engineers		1	2	2		1			
Project Management and Meetings										
5.1	Design Team Meetings		1	1						
5.2	Agency Meetings		1	1						
5.3	Overall Project Management	1	1							
Total hours per labor category		4	15	27	21	2	20	0	0	1

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	4	\$85.60	\$342.40
Project Manager / Engineer VI	15	\$79.19	\$1,187.85
Professional Engineer / Engineer V	27	\$55.38	\$1,495.26
Project Engineer / Engineer IV	21	\$40.38	\$847.98
Aviation Planner	2	\$55.45	\$110.90
Senior CAD Technician	20	\$59.19	\$1,183.80
Natural Resource Scientist	0	\$43.14	\$0.00
Water Resources Engineer	0	\$64.02	\$0.00
Administrative Assistant	1	\$35.44	\$35.44
Total Direct Labor Costs:	90		\$5,203.63
Direct Salary Costs plus Overhead			\$9,886.90
Total Labor Costs			\$15,090.53
Fixed Fee on Labor Costs (15%)			\$2,263.58

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charge	90	\$5.55	\$499.50
Employee Mileage		\$0.70	\$0.00
Reproductions / Miscellaneous		\$0.00	\$0.00
Total Expenses			\$499.50

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$17,853.61
Estimated Total	\$17,900.00



DULUTH AIRPORT AUTHORITY

February 18, 2025

MEMORANDUM FOR RECORD

RE: Employee Incentive Recommendation

In accordance with Duluth Airport Authority's (DAA) Operating Policy 5, I recommend a \$3000 incentive award for Ryan Welch. I have investigated the circumstances and support its consideration by the DAA Board of Directors. The following is a summary supporting the award recommendation as presented by his supervisor:

"Ryan manages the largest department workforce within the Airport Authority. The primary responsibility requires Ryan's Airside team to manage all activities that happen inside the fence at Duluth International Airport. While in the winter season, the primary responsibility is Snow and Ice Control management, in the summertime, it is inspection compliance and construction oversight. The 2024 construction season was a busy one as evidenced by the list of executed projects listed below:

- Taxiway A - Phase 3 Construction
- Taxiway A - Phase 5 Design
- Taxiway C South - Construction
- Taxiway D – Mill and Overlay
- Midfield Ramp - Phase 2 Construction
- Midfield Ramp - Phase 3 Design

The aforementioned projects resulted in 8 miles of new electrical wire and removed nonstandard geometry; improving aircraft safety at the Duluth International Airport. Ryan oversaw the placement of 16,000 tons of asphalt and 19,000 square yards of concrete during the past construction season. All this totaling approximately 27,000 construction personnel hours that Ryan and the airside team were directly responsible for controlling and escorting. While the numbers above are impressive, the most important item is that Ryan was able to do this while maintaining a Part 139 compliant airfield. This resulted in a discrepancy free annual inspection and zero airfield vehicle/pedestrian deviations due to the increase in construction activity."

Ryan's approach to project and team management, in a dynamic airfield environment, have resulted in the DAA moving steps closer to completing our strategic goal of renewing infrastructure. He is an incredible talent and I'm proud that he is a leader in the DAA. Please refer questions regarding this recommendation to the undersigned.

Sincerely,

Tom Werner

Digitally signed by Tom
Werner
Date: 2025.02.10
11:56:28 -06'00'

Tom Werner, A.A.E.
Executive Director
Duluth Airport Authority

VII. - D.

Resolution to Approve Installation of Luminary Art by Leonarda Boughton

Summary:

Leonarda Boughton is a Visual Artist and Sound Therapist in Bayfield, WI. She has neem exhibiting her work in galleries and museums around the country and abroad. In this installation, she combines translucent color and imagery with healing sound frequencies to create a space that is both beautiful and restorative.

There is no financial commitment required of the DAA, the artist will be applying and maintaining the grant for the installation of this piece.

What has Changed?

The new contract has updated the insurance coverage amount and the legal name of the Artist

LICENSE AGREEMENT FOR THE DISPLAY OF ART

PARTIES TO THE AGREEMENT ARE the DULUTH AIRPORT AUTHORITY, the governmental authority organized and existing under the Laws of Minnesota, 1969, Chapter 57, hereafter referred to as "Authority and LCB Creations LLC (hereinafter referred to as "Artist").

The Parties acknowledge the following:

WHEREAS, The Authority operates the Duluth International Airport including its James L. Oberstar Terminal facility ("Terminal"); and

WHEREAS, the artist desires to utilize the Terminal skywalk as an exhibit to enhance the Terminal's image, enrich the public's experience, and promote a sense of place through arts and culture; and

WHEREAS, the Authority desires to accommodate the artists request to use the Skywalk in the Terminal as described herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, both parties agree as follows:

SECTION 1

LICENSE

Airport grants the Artist limited, non-transferable license in the areas of the Terminal identified on the attached Exhibit A solely for the purpose of the art installation (the "Licensed Premises"). The Artist takes the Licensed Premises in an "as is" condition without representations or warranties of any kind, and the Authority shall not be obligated to make any alterations or improvements on or to the Licensed Premises. The Authority shall have the right to modify the Licensed Premises upon written notification by the Authority's Executive Director or designee (the "Executive Director") the Authority will provide the Artist with an Amended Exhibit A to be attached to the Agreement.

SECTION 2

USE OF LICENSED PREMISES

The Artist shall be responsible for installing the piece in the skywalk. The Art is subject to the prior written approval. Art placed in the Licensed Premises is done so at the Artists own risk.

SECTION 3
TERM AND TERMINATION

The term of the License shall begin on February 18, 2025, and shall continue until December 31, 2025. Additionally, this License Agreement may be terminated by either party upon thirty (30) days' written notice to the other party. Upon the expiration or other termination of this Agreement, the Artist's rights to use the Licensed Premises shall cease and Artist shall, promptly and in good condition surrender the same to the Authority. In the event that the Artist has in any way changed, altered or modified the Licensed Premises, Artist agrees to return the same to the condition they were in at the time of the signing of this Agreement. The licensed premises shall be immediately returned to the control of the Authority.

SECTION 4
INDEMNIFICATION

To the fullest extent permitted by law, the Artist agrees that it shall defend, indemnify, and hold harmless the Authority, its officers, employees, and agents, from and against any and all costs or expenses, claims or liabilities, including but not limited to, reasonable attorney's fees and expenses, whether asserted by Artist or any third party. Said obligations to defend, indemnify, and hold harmless shall include, but not be limited to the obligation to defend, indemnify, and hold harmless the Authority in all matters where claims of liability against the Authority arise out of, relate to, are attributable to, are passive or derivative of, or vicarious to the negligent, intentional, or wrongful acts or omissions of the Artist, including but not limited to the failure to supervise, breach of warranty, the failure to warn, the failure to prevent such act or omission by Artist, its employees, or its agents, and any other source of liability. Said obligations to defend, indemnify, and hold harmless shall be triggered upon the assertion of a claim for damages against Authority. On ten days' written notice from the Authority, the Artist shall appear and defend all lawsuits against the Authority growing out of such injuries or damages. Artist shall not be required to indemnify Authority for amounts found by a fact finder to have arisen out of the intentional, willful, or wanton acts or omission of the Authority. This Section, in its entirety, shall survive the termination of this Agreement if any amount of work has been performed by Artist. Nothing in this provision shall affect the limitations of liability of the Authority as set forth in Minnesota Statutes Chapter 466.

The Artist understands this provision may affect its rights and may shift liability and specifically agrees to the same.

SECTION 5 INSURANCE

The Artist understands that the Authority does not maintain insurance covering the installation or Art and it is the sole responsibility of the Artist to obtain such insurance. The Artist represents that it is self-insured with regard to comprehensive liability and property damage claims with a combined single limit of \$1,000,000 which are set forth within Minnesota Statute 466. The Artist also represents that it is self-insured with regard to Workers' Compensation claims. There are no certificates that are issued for self-insured Workers' Compensation and General Liability insurance.

SECTION 6 COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the Artist, for itself, its assignees, and successors in interest (hereinafter referred to as the "Artist"), agrees as follows:

- A. Compliance with Regulations: The Artist will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- B. Nondiscrimination: The Artist, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Artist will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- C. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Artist for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- D. Information and Reports: The Artist will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities

possession of another who fails or Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects Issued on May 24, 2023 Page 23 refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- E. Sanctions for Noncompliance: In the event of the Artist's noncompliance with the nondiscrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to: a. Withholding payments to the Artist under the contract until the Artist complies; and/or b. Cancelling, terminating, or suspending a contract, in whole or in part.
- F. Incorporation of Provisions: The Artist will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Artist will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Artist becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

SECTION 7

TITLE VI CLAUSES FOR USE TO REAL PROPERTY AQUIRED UNDER THE FACILITY

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by The Authority pursuant to the provisions of the Airport Improvement Program grant assurances.

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin will be excluded from participation in, denied the benefits of, or otherwise be

subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Title VI List of Pertinent Nondiscrimination Acts and Authorities.

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, The Authority will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities hereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Authority will there upon revert to and vest in and become the absolute property of the Authority and its assigns.*

DULUTH AIRPORT AUTHORITY

DATED: _____

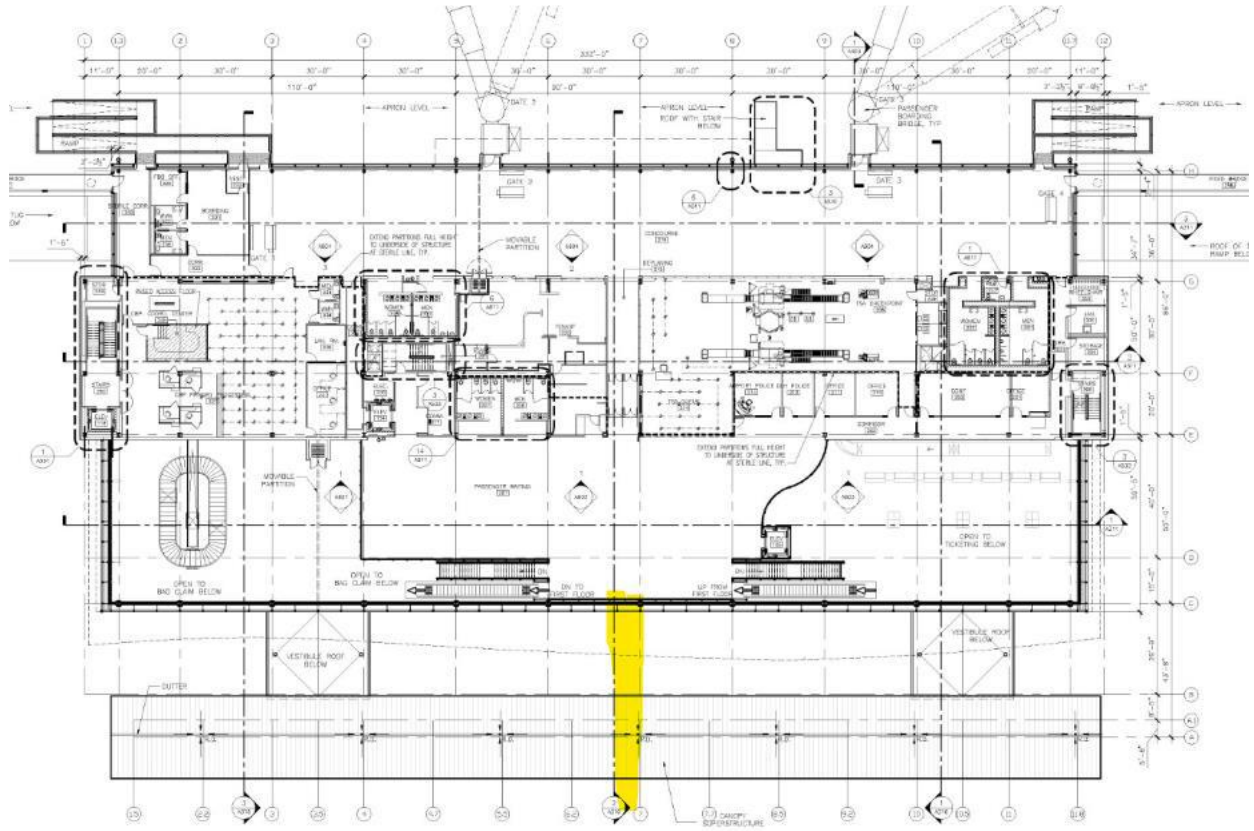
By: _____
President

Artist: _____

Printed Name: _____

By: _____
Secretary

EXHIBIT A



VII. - E.

**Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
From Jan 2024 to Adjust 2024
UNAUDITED - NOT FINAL**

Financial Row	Prior Year Actual (Jan 2023 - Adjust 2023)	Current Year Actual (Jan 2024 - Adjust 2024)	Budget Amount (Jan 2024 - Adjust 2024)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2024 - Adjust 2024)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	3,485,019	3,814,105	3,270,423	116.62%	329,086	543,682	3,270,423
Non-Passenger Aeronautical Revenue	1,707,084	1,726,049	1,699,641	101.55%	18,964	26,408	1,699,641
Passenger Airline Aeronautical Revenue	1,445,449	1,668,441	1,626,676	102.57%	222,992	41,765	1,626,676
Total - Income	6,637,553	7,208,594	6,596,739	109.28%	571,041	611,855	6,596,739
Gross Profit	6,637,553	7,208,594	6,596,739	109.28%	571,041	611,855	6,596,739
Expense							
Miscellaneous Expenses	97,797	222,930	96,690	230.56%	125,133	126,240	96,690
Personnel Compensation & Benefits	2,717,791	2,637,446	3,015,668	87.46%	(80,344)	(378,222)	3,015,668
Services and Charges	2,412,735	2,579,824	2,433,958	105.99%	167,089	145,866	2,433,958
Supplies	714,908	638,603	767,463	83.21%	(76,306)	(128,860)	767,463
Total - Expense	5,943,231	6,078,803	6,313,779	96.28%	135,572	(234,977)	6,313,779
Net Ordinary Income	694,322	1,129,791	282,959	399.28%	435,470	846,832	282,959
Other Income and Expenses							
Other Income							
Capital Contributions	2,400,321	0	0	0.00%	(2,400,321)	0	0
Non-Operating Revenue	879,477	750,277	648,529	115.69%	(129,200)	101,748	648,529
Total - Other Income	3,279,798	750,277	648,529	115.69%	(2,529,521)	101,748	648,529
Other Expense							
Non-Operating Expense	141,964	121,328	141,174	85.94%	(20,635)	(19,846)	141,174
Total - Other Expense	141,964	121,328	141,174	85.94%	(20,635)	(19,846)	141,174
Net Other Income	3,137,835	628,949	507,355	123.97%	(2,508,886)	121,594	507,355
Net Income Exclusive of Project Expenses, Depreciation & Amortization	3,832,157	1,758,740	790,315	222.54%	(2,073,416)	968,426	790,315
Projects/Grants	16,585,423	20,771,169	19,770,462	105.06%	4,185,746	1,000,707	19,770,462
Depreciation & Amortization	(11,379,210)	0	(10,743,651)	0.00%	11,379,210	10,743,651	(10,743,651)
Net Income	9,038,370	22,529,909	9,817,126	229.50%	13,491,540	12,712,784	9,817,126

- **Overall:** At the time this report was generated for the above period, the DAA is at an overall favorable variance budget vs actual of \$968k.
- **Operating Revenue:** Non-Aeronautical Revenue is \$544k over budget overall. Concessions revenues are \$77k over budget, parking revenues are \$250k over budget and customer facility charges are \$190k over budget. Rent is under budget, due to the loss of rent from Hydrosolutions and Hermantown Hydraulics. Non-passenger aeronautical revenue is \$26k over budget due to increased rent and concessions. Security reimbursements are down over \$64k due to the loss of the TSA LEO reimbursement program. Aviation gas sales at Sky Harbor is down \$9k. Passenger Airline Aeronautical revenue is \$41k over budget due to increased landing fees. Operating Revenues are 612k over budget overall.
- **Operating Expenses:** Miscellaneous Expenses are \$126k over budget, mostly due to the North Business Development Area Buyout. Personnel Compensation and Benefits are \$378k under budget. This is expected to be come down as year-end entries are put in. Supplies are \$129k under budget. Services and charges are \$146k over budget due to increases in contract security, communications and technology and other professional services. Operating expenses are \$235k under budget overall.
- **Non-Operating Revenue:** Non-operating revenue is over budget by \$102k. Interest income is over budget by \$17k and PFCs are over budget by \$108k. There was a loss on disposal of capital assets of \$23k.
- **Non-Operating Expenses:** Non-Operating Expenses are under budget by \$20k due to reduced interest expense as the line of credit has not been utilized in 2025.
- **Report Disclaimer:** The results of this report are expected to change slightly with delayed revenue and expense postings. Year-end accrual entries and adjustments have not been completed and will change the results of this report.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING BASED ON 2023 AUDITED FINANCIALS AS OF 2/12/2025:**
 - Minimum Cash Balance Goal: \$2,930,908 Current Balance: \$4,152,319 (does not include grants receivable)
 - Days Cash on Hand: 255 days currently vs 180 day benchmark (75 days OVER goal)

Duluth Airport Authority
Income Statement
From Jan 2024 to Adjust 2024

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$35,734.00
Concession Revenue	
ATM	\$593.50
Car Rental Concession	\$639,919.29
Car Sharing Concession	\$610.55
Food & Beverage Concession	\$108,023.84
Lottery Concessions	\$1,259.96
Per Departure Fee	\$2,950.00
Per Passenger Fee	\$29,960.00
Services/Other	\$1,014.64
TNC Per Trip Fee	\$15,046.50
Vending	\$6,565.33
Total - Concession Revenue	\$805,943.61
Customer Facility Charges	\$413,568.00
Miscellaneous Revenues	\$125,626.72
Parking	\$1,773,467.21
Permits	\$6,668.20
Reimbursed Expenses	\$106,443.43
Rent	\$199,105.16
Sponsorship Income	\$68,000.00
State Aid	\$279,548.53
Total - Non-Aeronautical Revenue	\$3,814,104.86
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$66,003.90
Concession Revenue	\$207,882.02
Event Income	\$38,179.00
FBO Parking	\$1,113.20
Landing Fees	\$39,101.96
Ramp Fees	\$20,340.00
Rent	\$1,313,504.18
Security Reimbursement	\$36,274.26
Tie Downs	\$3,650.00
Total - Non-Passenger Aeronautical Revenue	\$1,726,048.52
Passenger Airline Aeronautical Revenue	
Landing Fees	\$378,105.42
Per Use Fee	\$4,954.67
Terminal Office/Space Rental	\$1,285,380.70
Total - Passenger Airline Aeronautical Revenue	\$1,668,440.79
Total - Income	\$7,208,594.17
Gross Profit	\$7,208,594.17
Expense	
Miscellaneous Expenses	\$222,930.13
Personnel Compensation & Benefits	
Benefit Administration Fees	\$326.40
Employer Contributions for Retirement	\$241,751.12
Employer Paid Insurance	\$448,832.44
Retiree Benefits	\$132,112.61
Wages & Salaries	\$1,788,430.73
Worker's Compensation	\$25,993.04
Total - Personnel Compensation & Benefits	\$2,637,446.34
Services and Charges	
Advertising	\$1,441.39
Badging	\$5,395.90

Financial Row	Amount
Central Services Fee	\$77,950.00
Communications & Technology	\$287,754.78
Employee Development Services	\$67,351.06
Employee Physicals	\$3,921.00
Finance Charge	\$950.00
Insurance	\$142,573.45
Marketing	\$209,537.52
Professional Services	\$494,657.48
Rentals	\$13,885.00
Repairs and Maintenance - Contractual/Services	\$577,734.28
Sponsorship Expenses	\$6,350.00
Transportation	\$2,610.52
Utility Services	
Electric	\$432,152.55
Natural Gas	\$57,657.86
Propane	\$3,962.96
Refuse Disposal	\$32,720.03
Storm Water	\$140,791.80
Water	\$20,425.96
Total - Utility Services	\$687,711.16
Total - Services and Charges	\$2,579,823.54
Supplies	
Merchandise for Resale	\$60,136.71
Office Supplies	\$75,394.25
Operating Supplies	
Cleaning & Janitorial	\$21,749.88
Customer Service	\$3,157.88
Lubricants & Additives	\$12,724.60
Meeting Supplies	\$3,438.80
Motor Fuels	\$73,725.17
PPE Reimbursement	\$3,407.10
Safety & Environmental	\$3,259.53
Signs	\$3,536.94
Wildlife Control	\$3,098.34
Total - Operating Supplies	\$128,098.24
Repairs & Maintenance Supplies	\$374,973.56
Total - Supplies	\$638,602.76
Total - Expense	\$6,078,802.77
Net Ordinary Income	\$1,129,791.40
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	\$20,771,168.93
Total - Capital Contributions	\$20,771,168.93
Non-Operating Revenue	
Gain/Loss on Asset Disposal	(\$23,410.06)
Interest Income	\$217,265.52
Passenger Facility Charges	\$556,421.90
Total - Non-Operating Revenue	\$750,277.36
Total - Other Income	\$21,521,446.29
Other Expense	
Non-Operating Expense	
Interest Expense	\$121,328.27
Total - Non-Operating Expense	\$121,328.27
Total - Other Expense	\$121,328.27
Net Other Income	\$21,400,118.02
Net Income	\$22,529,909.42

Duluth Airport Authority
Balance Sheet
End of Adjust 2024

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$4,417,816.31
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$77,068.82
Accounts Receivable Billed	\$257,917.01
Accrued Receivable	\$21,520.30
Grants Receivable	\$2,383,520.54
ST Lease Receivable	\$29,630.33
Total Accounts Receivable	\$2,769,657.00
Other Current Asset	\$433,177.00
Total Current Assets	\$7,620,650.31
Fixed Assets	
Accumulated Depreciation	(\$162,309,585.05)
Capital Assets	\$280,169,844.47
Work in Progress	\$30,466,143.53
Total Fixed Assets	\$148,326,402.95
Other Assets	
Accumulated Amortization	(\$3,152,423.67)
Airport Planning Projects - Contributed	\$5,518,016.49
Airport Planning Projects - Invested	\$772,784.00
Deferred Outflows - OPEB	\$225,995.00
Deferred Outflows - Pension	\$408,765.00
LT Lease Receivable	\$2,229,714.06
Total Other Assets	\$6,002,850.88
Total ASSETS	\$161,949,904.14
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$221,727.93
Contracts Payable	\$872,929.68
Credit Cards Payable	(\$275.00)
Lottery Payable	\$5,908.72
Total Accounts Payable	\$1,100,291.33
Credit Card	\$1,065.51
Other Current Liability	\$4,231,276.06
Total Current Liabilities	\$5,332,632.90
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$2,230,000.00
Net Pension Liability	\$1,252,584.00
Total Other Post Employment Benefit Liability	\$3,056,943.02
Total Long Term Liabilities	\$6,539,527.02
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$110,926,166.10
Net Income	\$22,529,909.42
Total Equity	\$150,077,744.22
Total Liabilities & Equity	\$161,949,904.14

VII. - F.

**Duluth Airport Authority
Duluth A/R Aging Report
As of February 12, 2025**

Customer	60 Days	90 Days	>90 Days	Total
	Open Balance	Open Balance	Open Balance	Open Balance
Aeronautical Radio, Inc.	\$0.00	\$0.00	\$0.00	\$177.12
Avis Rent A Car	\$0.00	\$0.00	\$0.00	\$19,617.40
Brandt, Cody	\$0.00	\$0.00	\$0.00	\$51.00
Budget Rent A Car	\$0.00	\$0.00	\$0.00	\$100.00
Case, Ronald Jr.	\$0.00	\$0.00	\$0.00	(\$51.00)
Chad's Pad, LLC	\$0.00	\$0.00	\$0.00	\$502.90
Cirrus Design Corporation	\$0.00	\$0.00	\$0.00	\$30,767.33
City of Duluth	\$0.00	\$0.00	\$0.00	\$1,823.45
Civil Air Patrol	\$0.00	\$0.00	\$0.00	\$653.67
Clobes, Nathan	(\$153.00)	\$0.00	\$0.00	(\$153.00)
Cloose Brian	\$0.00	\$0.00	\$0.00	\$180.00
Cohen, Marc	\$0.00	\$0.00	\$0.00	\$51.00
Cossette Aircraft	\$0.00	\$0.00	\$0.00	\$135.00
Dahlstrom, Heidi	\$0.00	\$0.00	\$0.00	(\$51.00)
Dal Santo, Frances M	\$0.00	\$0.00	\$0.00	(\$5.99)
Delta Airlines	\$0.00	\$0.00	\$0.00	\$152,055.51
DeSutter, Peter	\$0.00	\$0.00	\$0.00	\$51.00
Divine Carriers	\$0.00	\$0.00	\$585.60	\$585.60
Duluth Hangar, LLC	\$0.00	\$0.00	\$0.00	\$899.04
Dunker, Christopher L	\$0.00	\$0.00	\$8,853.20	\$8,853.20
Ellefson, Nicholas	\$0.00	\$0.00	\$0.00	\$745.00
Enterprise Leasing Company	(\$23,718.79)	\$0.00	\$0.00	(\$52,982.48)
Federal Aviation Administration	\$0.00	\$0.00	\$0.00	(\$5,611.68)
General Services Administration	\$0.00	\$0.00	\$0.00	\$5,725.48
Goritchan Boris	\$0.00	\$0.00	\$2,004.00	\$2,004.00
Griffith Evans	\$0.00	\$0.00	\$0.00	\$45.00
Guest Services Inc, DBA Giants Ridge Recreation Area	\$0.00	\$0.00	\$0.00	\$1,200.00
Hagberg, Rick	\$0.00	\$0.00	\$0.00	\$249.14
Hall John	\$0.00	\$0.00	\$0.00	\$312.67
Harris, Melissa	\$153.00	\$0.00	\$0.00	\$153.00
Hatfield, Dan	\$0.00	\$0.00	\$0.00	\$249.14
Hillman Colin	\$0.00	\$0.00	\$0.00	\$317.00
Hunstad, Nicholas	\$0.00	\$0.00	\$0.00	\$118.34
Jauss Aviation Inc.	(\$951.00)	\$0.00	\$0.00	(\$951.00)
Jay Anne	\$1,420.00	\$0.00	\$0.00	\$1,420.00
Johnson, Richard	\$0.00	\$0.00	\$0.00	\$573.53
Johnston, Paul	\$0.00	\$0.00	\$0.00	\$249.14
K & D Auctions	\$0.00	\$0.00	(\$6,524.44)	(\$6,524.44)
Karsell, Kris	\$0.00	(\$31.04)	\$0.00	(\$31.04)
Key Lakes	\$2,350.00	\$0.00	\$0.00	\$2,350.00
Kleen-Tech Services, LLC	\$0.00	\$0.00	\$0.00	\$822.27
Lake Superior College	\$0.00	\$0.00	\$0.00	\$34,468.27
Lake Superior Helicopters	\$0.00	\$0.00	\$0.00	\$6,593.75
Lucero Andrew	\$0.00	\$0.00	\$0.00	\$180.00
Luck, Rick	\$0.00	\$0.00	\$0.00	\$80.20
Mark Marino	\$0.00	\$0.00	\$0.00	\$2,213.14
Minnesota Air National Guard	\$2,296.75	\$2,296.75	\$96,352.79	\$103,243.04
Minnesota Department of Transportation	(\$273,030.78)	(\$56,719.50)	\$899,704.88	\$1,202,723.54
Monaco Air Duluth	\$115.00	\$0.00	\$0.00	\$115.00
Northland Constructors, Inc.	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	\$1,436.30	\$0.00	\$0.00	\$2,279.77
Olesen, Sheldon	\$0.00	\$0.00	\$0.00	\$317.00
Opack Matthew Jr.	\$0.00	\$0.00	\$0.00	\$243.16
Patnaude, Jason	\$0.00	\$0.00	\$0.00	\$51.00

Payne, Robert	\$0.00	\$0.00	\$0.00	\$324.39
Pfaltzgraff, George	\$0.00	\$0.00	\$0.00	\$745.00
Plucinak, Joseph	\$0.00	\$0.00	\$0.00	(\$736.00)
Premium Air, LLC	\$0.00	\$0.00	\$655.94	\$655.94
Rasier, LLC	\$0.00	\$0.00	\$0.00	(\$1,500.00)
RS&H	\$0.00	\$0.00	\$0.00	\$2,839.82
Safstrom Jon	\$0.00	\$0.00	\$0.00	\$393.79
Salter 11X	\$0.00	\$0.00	\$0.00	\$90.00
SEH	\$0.00	\$0.00	\$0.00	\$115.00
Stevens, Mike	\$0.00	\$0.00	\$0.00	\$249.14
Sun Country, Inc. dba Sun Country Airlines	\$0.00	\$0.00	\$0.00	\$4,303.27
Sydow Dan	\$648.78	\$0.00	\$0.00	\$973.17
The Landline Company	\$4,297.47	\$0.00	\$0.00	\$7,845.94
Transportation Security Administration	\$0.00	\$0.00	\$0.00	\$2,571.80
Twin Ports Dermatology	\$2,350.00	\$0.00	\$0.00	\$2,350.00
unifi	\$0.00	\$0.00	\$0.00	\$1,040.00
United Airlines	\$0.00	\$0.00	\$0.00	\$38,916.31
Valentine, Ian	\$0.00	\$0.00	\$0.00	\$51.00
Wiermaa, Jordan	\$0.00	\$0.00	\$0.00	\$249.14
Williams, Ron	\$0.00	\$0.00	\$0.00	\$249.14
Winter, Detrich	\$0.00	\$0.00	\$0.00	\$745.00
Total	(\$282,786.27)	(\$54,453.79)	\$1,001,631.97	\$1,581,836.52

Key Lakes	\$2,350.00	\$0.00
Kleen-Tech Services, LLC	\$0.00	\$0.00
Lake Superior College	\$0.00	\$0.00
Lake Superior Helicopters	\$0.00	\$0.00
Lucero Andrew	\$0.00	\$0.00
Luck, Rick	\$0.00	\$0.00
Mark Marino	\$0.00	\$0.00
Minnesota Air National Guard	\$2,296.75	\$2,296.75
Minnesota Department of Transportation	(\$273,030.78)	(\$56,719.50)
Monaco Air Duluth	\$115.00	\$0.00
Northland Constructors, Inc.	\$0.00	\$0.00
Oakwells CR, LLC	\$1,436.30	\$0.00
Olesen, Sheldon	\$0.00	\$0.00
Opack Matthew Jr.	\$0.00	\$0.00
Patnaude, Jason	\$0.00	\$0.00
Payne, Robert	\$0.00	\$0.00
Pfaltzgraff, George	\$0.00	\$0.00
Plucinak, Joseph	\$0.00	\$0.00
Premium Air, LLC	\$0.00	\$0.00
Rasier, LLC	\$0.00	\$0.00
RS&H	\$0.00	\$0.00
Safstrom Jon	\$0.00	\$0.00
Salter 11X	\$0.00	\$0.00
SEH	\$0.00	\$0.00
Stevens, Mike	\$0.00	\$0.00
Sun Country, Inc. dba Sun Country Airlines	\$0.00	\$0.00
Sydow Dan	\$648.78	\$0.00
The Landline Company	\$4,297.47	\$0.00
Transportation Security Administration	\$0.00	\$0.00
Twin Ports Dermatology	\$2,350.00	\$0.00
unifi	\$0.00	\$0.00
United Airlines	\$0.00	\$0.00
Valentine, Ian	\$0.00	\$0.00
Wiermaa, Jordan	\$0.00	\$0.00
Williams, Ron	\$0.00	\$0.00
Winter, Detrich	\$0.00	\$0.00
Total	(\$282,786.27)	(\$54,453.79)

>90 Days	Total
Open Balance	Open Balance
\$0.00	\$177.12
\$0.00	\$19,617.40
\$0.00	\$51.00
\$0.00	\$100.00
\$0.00	(\$51.00)
\$0.00	\$502.90
\$0.00	\$30,767.33
\$0.00	\$1,823.45
\$0.00	\$653.67
\$0.00	(\$153.00)
\$0.00	\$180.00
\$0.00	\$51.00
\$0.00	\$135.00
\$0.00	(\$51.00)
\$0.00	(\$5.99)
\$0.00	\$152,055.51
\$0.00	\$51.00
\$585.60	\$585.60
\$0.00	\$899.04
\$8,853.20	\$8,853.20
\$0.00	\$745.00
\$0.00	(\$52,982.48)
\$0.00	(\$5,611.68)
\$0.00	\$5,725.48
\$2,004.00	\$2,004.00
\$0.00	\$45.00
\$0.00	\$1,200.00
\$0.00	\$249.14
\$0.00	\$312.67
\$0.00	\$153.00
\$0.00	\$249.14
\$0.00	\$317.00
\$0.00	\$118.34
\$0.00	(\$951.00)
\$0.00	\$1,420.00
\$0.00	\$573.53
\$0.00	\$249.14
(\$6,524.44)	(\$6,524.44)
\$0.00	(\$31.04)

\$0.00	\$2,350.00
\$0.00	\$822.27
\$0.00	\$34,468.27
\$0.00	\$6,593.75
\$0.00	\$180.00
\$0.00	\$80.20
\$0.00	\$2,213.14
\$96,352.79	\$103,243.04
\$899,704.88	\$1,202,723.54
\$0.00	\$115.00
\$0.00	\$181.50
\$0.00	\$2,279.77
\$0.00	\$317.00
\$0.00	\$243.16
\$0.00	\$51.00
\$0.00	\$324.39
\$0.00	\$745.00
\$0.00	(\$736.00)
\$655.94	\$655.94
\$0.00	(\$1,500.00)
\$0.00	\$2,839.82
\$0.00	\$393.79
\$0.00	\$90.00
\$0.00	\$115.00
\$0.00	\$249.14
\$0.00	\$4,303.27
\$0.00	\$973.17
\$0.00	\$7,845.94
\$0.00	\$2,571.80
\$0.00	\$2,350.00
\$0.00	\$1,040.00
\$0.00	\$38,916.31
\$0.00	\$51.00
\$0.00	\$249.14
\$0.00	\$249.14
\$0.00	\$745.00
\$1,001,631.97	\$1,581,836.52

VII. - G.
Year to Date Airline Statistics

Month	DELTA					UNITED					SUN COUNTRY				
	2025 Enplanements		2025 Deplanements		Total	2025 Enplanements		2025 Deplanements		Total	2025 Enplanements		2025 Deplanements		Total
	Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev		Revenue	Non Rev	Revenue	Non Rev	
JAN	7,250	142	6,684	140	14,216	3,009	52	2,796	46	5,903	182	-	44	-	226
FEB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	7,250	142	6,684	140	14,216	3,009	52	2,796	46	5,903	182	-	44	-	226

Month	CHARTERS					2025 Total Passenger Data Including Charters							2024 - 2025 Difference		
	2025 Enplanements		2025 Deplanements		Total	2025 Enplanements			2025 Deplanements			Total Passenger	Enplanements	Deplanements	Total Passengers
	Revenue	Non Rev	Revenue	Non Rev		Rev	Non Rev	Total	Rev	Non Rev	Total				
JAN	172	-	173	-	345	10,613	194	10,807	9,697	186	9,883	20,690	2,509	2,314	4,823
FEB	-	-	-	-	-	-	-	-	-	-	-	-	(9,118)	(9,876)	(18,994)
MAR	-	-	-	-	-	-	-	-	-	-	-	-	(10,459)	(10,444)	(20,903)
APR	-	-	-	-	-	-	-	-	-	-	-	-	(10,715)	(11,038)	(21,753)
MAY	-	-	-	-	-	-	-	-	-	-	-	-	(9,953)	(10,854)	(20,807)
JUN	-	-	-	-	-	-	-	-	-	-	-	-	(11,117)	(11,374)	(22,491)
JUL	-	-	-	-	-	-	-	-	-	-	-	-	(13,257)	(13,899)	(27,156)
AUG	-	-	-	-	-	-	-	-	-	-	-	-	(15,603)	(15,565)	(31,168)
SEP	-	-	-	-	-	-	-	-	-	-	-	-	(14,520)	(13,701)	(28,221)
OCT	-	-	-	-	-	-	-	-	-	-	-	-	(14,135)	(13,721)	(27,856)
NOV	-	-	-	-	-	-	-	-	-	-	-	-	(11,642)	(11,785)	(23,427)
DEC	-	-	-	-	-	-	-	-	-	-	-	-	(9,949)	(9,835)	(19,784)
Total	172	-	173	-	345	10,613	194	10,807	9,697	186	9,883	20,690	(127,959)	(129,778)	(257,737)

2025 Landline Passengers

Arrivals

Departures

	Arrivals				Departures				2024 Grand		
	Revenue	Non-Rev	Seats (AU)	Total	Revenue	Non-Rev	Seats (AU)	Total	Grand Total	Total	Inc /Dec
January	378	9	1,012	387	653	7	1,012	660	1,047	1,208	(161)
February				-				-	-	1,346	-
March				-				-	-	1,364	-
April				-				-	-	1,315	-
May				-				-	-	1,213	-
June				-				-	-	1,140	-
July				-				-	-	1,343	-
August				-				-	-	1,160	-
September				-				-	-	1,528	-
October				-				-	-	2,054	-
November				-				-	-	2,052	-
December				-				-	-	2,890	-
	378	9	1,012	387	653	7	1,012	660	1,047	18,613	(161)